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CHAPTER 2 - ADMINISTRATION

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201 PREPARATION, REVIEW AND APPROVAL, FINALIZATION AND ISSUANCE OF DIRECTIVES (N6)

Ref: (a) SECNAVINST 5215.1C, Department of the Navy Directives Issuance System
 (b) SECNAVINST 5210.11D, Standard Subject Identification Code Manual
 (c) SECNAVINST 5216.5C, Department of the Navy Correspondence Manual

201.1 General Information. Directives must comply with reference (a). Documents meeting the criteria stated in paragraph 2, part I of reference (a) must be issued as directives. All SECNAV and OPNAV directives must be approved by SECNAV/OPNAV Directives Control Office, Washington Navy Yard, Building 200, first floor, Wing 3 South (commercial 202-433-4935/4936, DSN 288-4935/4936) prior to issuance. The Office also reviews all directives addressed to "All Ships and Stations."

201.2 Preparation. Action officials are encouraged to consult with SECNAV/OPNAV Directives Control Office if they have questions while drafting a directive.

a. Action officials must determine if a directive will be issued as an instruction (permanent) or a notice (temporary).

b. To select a subject number for a new instruction (first time issued) and all notices use reference (b).

c. If the instruction is a revision of an existing instruction retain the same SSIC number and consecutive number (the suffix following the period after the SSIC number) and add an alphabetical suffix ("A" equals first revision, "B" second, etc.). Use marginal notations to indicate changes. See reference (a), Table 2, item 12c(3)(b).

d. Action officials are responsible for coordination of content with interested parties. Coordinate directives "tasking" the Marine Corps with Headquarters Marine Corps, Code AREC, commercial 703-614-1712/1713, DSN 224-1712/1713. Coordination is unnecessary when Marine Corps is a "copy to" addressee.

e. Distribution is based on "need to act," "copy to" or "need to hold." Consider the purpose and content of the directive when developing its distribution.

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f. Follow references (a) and (c) for format when drafting a directive.

g. Classified directives must be approved by the sponsor's security officer.

201.3 Review and Approval

a. Submit the draft directive to SECNAV/OPNAV Control Office prior to signature for review and approval for format, overall context, distribution, impact on other records management standards and requirements, and other areas potentially impacted by the proposed directive (equal employment opportunity, Privacy Act, Freedom of Information Act, accuracy of functional/organizational narrative, etc.). Disapproved directives must be resubmitted to SECNAV/OPNAV Directives Control Office for another review.

b. Submit the distribution list for all directives except those addressed to "All Ships and Stations" (SNDL Parts 1 and 2), or SNDL Part 1 or Part 2, to the Mail and Files Branch (N09B34), Pentagon, room 4C480, commercial 703-697-6581, DSN 227-6581 for approval. Disapproved distributions must be resubmitted for approval. Because distribution clearance is valid for 5 weeks only, mail room clearance should be obtained just prior to submitting the proposed directive to the SECNAV/OPNAV Directives Control Office for final clearance.

201.4 Finalization

a. Submit OPNAV directives to the appropriate official for signature. Signature requirements are the same as those specified in reference (c) except that OPNAV directives addressed to "All Ships and Stations" (SNDL Parts 1 and 2) must be signed by an OPNAV Principal Official (OPO).

b. Submit SECNAV directives with a green blazer signed by the appropriate OPO to the Vice Chief of Naval Operations (N09) for further submission to the Administrative Division of the Secretary of the Navy.

201.5 Issuance (Printing, Distribution and Stocking). After a directive has been signed and dated, forward the signed original with the N09B34 approval of distribution list, if required; the blue blazer and Outgoing Mail Record (OPNAV 5216/4) (may be photocopied); and, if classified, the security office's approval

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to SECNAV/OPNAV Directives Control for printing, distribution and stocking.

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202 GRAPHIC SERVICES (PENTAGON NAVAL MEDIA CENTER SUPPORT BRANCH)

The Pentagon Naval Media Center (NMC) Support Branch provides graphic presentation production services to SECNAV and OPNAV personnel. This support includes not only the development of imaging products, but also professional consultation and advice concerning oral and visual presentations.

202.1 Graphic presentation production services are provided by the Pentagon NMC Support Branch, Pentagon, Room 4A686, Pentagon, Phone: 703-695-6789. The Pentagon NMC Support Branch is responsible for providing graphic support to SECNAV and all CNO offices. The Pentagon NMC Support Branch is available to advise SECNAV/CNO program managers on effective briefing techniques using aids such as viewgraphs, 35mm slides, 30x40 boards, posters, camera-ready copy, exhibits, and other graphic media.

202.2 The Pentagon NMC Support Branch provides support in preparing graphic presentations for SECNAV and CNO. The requester of these services should schedule an appointment and provide the following information:

- a. Name, room and phone number of requesting officer.
- b. OPNAV/SECNAV code number.
- c. Date and time of request.
- d. Classification.
- e. Who is giving presentations.
- f. Who is receiving presentations.
- g. Requester's due date.

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203 ACQUISITION CAREER MANAGEMENT (N09BD)

Ref: (a) DODINST 5000.52-M of Feb 91, Subj: Career Development Program for Acquisition Personnel

This article provides guidance regarding the Defense Acquisition Workforce Improvement Act (DAWIA) for OPNAV military and civilian personnel under reference (a).

203.1 Policy

a. The DAWIA requires identification of all acquisition billets (both military and civilian) throughout the Department of Defense (DOD). The DAWIA was passed in November 1990. The Act seeks to raise the standard of professionalism of the DOD acquisition workforce through specific education, training, experience and tenure requirements. To implement DAWIA, DOD established a career development and management program for acquisition personnel. The Director, Acquisition Career Management, Assistant Secretary of the Navy (Research, Development and Acquisition) is responsible for Department of the Navy (DON) policy. The CNO claimancy point of contact is the Assistant for CIVPERS and SES Policy (N09BD).

b. All acquisition workforce members must meet special experience, education and training requirements. These requirements depend on grade and area of expertise/desired career field. Reference (a) outlines these requirements in detail.

203.2 Definitions

a. Acquisition Positions. Civilian and military billets that are in the DOD acquisition systems, have acquisition duties, and fall in an acquisition position category established by the Under Secretary of Defense (Acquisition).

b. Acquisition Professional Community (APC). Senior members of the acquisition workforce (GS/GM-13/O-4 and above) who meet additional education, training and experience requirements. The APC will form the pool from which selections will be made to fill the most important "critical" acquisition billets (GS/GM-14/O-5 and above).

c. Career Field. One or more occupations that require similar knowledge and skills. There are 11 acquisition career fields: Program Management; Communications and Computer Systems;

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Systems Planning, Research and Development Engineering; Test and Evaluation Engineering; Acquisition Logistics; Contracting; Purchasing; Industrial Property Management; Business, Cost Estimating and Financial Management; Quality Assurance; and Manufacturing and Production.

d. Career Level. There are three career/certification levels for each career field: Level I (GS-5 - GS-8/O-1 - O-3); Level II (GS-9 - GS-12/O-4); and Level III (GS/GM-13 and above/O-5 and above). The certification levels for the purchasing career field are Level I (GS-5/E-4 - E-5); Level II (GS-6 - GS-8/E-6 - E-8); and Level III (GS-9/E-9).

e. Certification. The process through which DON will determine that personnel meet the mandatory standards (education, training, and experience) established for each career level in each acquisition career field. Workforce members must either meet the certification standards of their positions within specified time frames or obtain a waiver.

f. Critical Acquisition Positions (CAPs). Those senior positions carrying significant responsibility, primarily involving supervisory or managerial duties, in the DOD Acquisition System. CAPs will be filled by GS/GM-14/O-5 or above.

g. Fulfillment. Members of the acquisition workforce may fulfill mandatory training course requirements based on previous experience, education and/or alternative training programs. This allows experienced acquisition workforce members to receive official credit for mandatory course requirements based on documentation that they have achieved the competencies taught in the mandatory course through other means. DD 2518, Fulfillment of Mandatory Training Requirements, and fulfillment program guidance are available through N09BD.

h. Mandatory DOD Acquisition Course. A course of study that has been identified as meeting an established DOD education and training requirement.

i. Non-critical Acquisition Positions. These positions are filled by GS/GM-13/O-4 or below.

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j. Waivers

(1) APC waivers. There are two types of APC waivers:

(a) APC selection standard(s) waiver which confers APC membership.

(b) CAP assignment waiver which allows a non-APC member to be assigned to a CAP.

(2) Other waivers. All other waivers, e.g., statutory, certification, warrant, tenure, are position assignment waivers.

203.3 Acquisition Training Program

a. The Defense Acquisition University (DAU) has been established and is made of a consortium of already existing DOD schools. The DAU provides all mandatory acquisition training courses. The DAU has allocated all mandatory training course quotas to the services and DOD agencies.

b. The Director, Acquisition Career Management has sub-allocated quotas to the major acquisition organizations. The Acquisition Training Representative for CNO Headquarters and Field Activities is N09BD who controls the quotas.

c. Before you can register for a mandatory course you must obtain a quota from N09BD.

d. The DAU automated registration system which the Navy Career Management Center (NCMC), Mechanicsburg, Pennsylvania, will use is not yet configured to interface with the Defense Civilian Personnel Data System (DCPDS) to record course completion data in individual employee official personnel records. Therefore, OPNAV employees should complete a DD 1556 and forward it to Secretariat/Headquarters Human Resources Office (S/HHRO), Employee Development Branch. Employees are responsible for ensuring the course completion information is entered into their record.

203.4 Funding. All travel and per diem expenses related to attendance at DAU courses are funded centrally by DOD. There are no tuition charges for students who attend mandatory acquisition training. NCMC will provide student travel and per diem funding for those mandatory students registering for mandatory training courses.

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203.5 Tuition Assistance. Funding has been made available to each major acquisition organization to prioritize for use by its acquisition workforce. It is available for tuition and course fees with a maximum of \$1000 per course and a maximum of two courses per employee per quarter or semester at an accredited institution, depending on funding limitations. N09BD handles the tuition assistance program for OPNAV headquarters and field activities. This tuition funding may be applied to completion of education requirements mandatory for certification; for membership in the APC; or contracting officer warranting.

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204 OPNAV BULLETIN (N09BW)

This article establishes the OPNAV Bulletin and describes procedures for dissemination and issuance of information through this vehicle.

204.1 Responsibilities. The Command Master Chief for OPNAV (N09BW) will act as a clearinghouse for inputs to the OPNAV Bulletin. He or she will also ensure that the OPNAV Bulletin is published and distributed to staff Secretariats on a regularly scheduled basis. Individual Secretariats are tasked with ensuring necessary copies are furnished to all organizations within their purview.

204.2 General Information

a. The OPNAV Bulletin will be published each Friday and will be routed by the Mail and Files Branch (N09B34) to all Secretariats for further distribution. The OPNAV Bulletin will include but is not limited to the following information:

- (1) General military and civilian news of interest.
- (2) Training schedules for all personnel when available.
- (3) Special interest notes (Black History Month, etc.).

b. The OPNAV Bulletin is a reasonably open forum and items for special interest groups like ski clubs, local charities, etc., will be considered for publication.

c. All inputs are due to N09BW's office by noon each Monday to ensure the information is published in a timely manner.

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205 DISTRIBUTION OF OPERATION ORDERS/PLANS OF NAVAL COMMANDERS (N312)

This article assigns responsibilities for distribution, within the Office of the Chief of Naval Operations (OPNAV), of operation plans received from military commanders. Operation plans prepared by the commanders of unified and specified commands and subordinate unified commands to fulfill planning tasks assigned or approved by the Joint Chiefs of Staff are submitted to Joint Chiefs of Staff for further distribution, in accordance with Joint Operations Planning System (JOPS). These plans normally are received from the Joint Chiefs of Staff by N3C/N5C. Other plans prepared by the fleet, force, type, and certain other commanders of naval commands are forwarded to the Chief of Naval Operations (CNO) for information. These plans normally are received by the Mail and Files Branch (N09B34).

205.1 Distribution of Plans. Plans received by CNO will be distributed to the respective OPNAV divisions following the instructions listed below. These divisions will provide further distribution of the plans for action or information, as indicated:

a. All copies of plans received from the commanders listed in the following subparagraphs will be forwarded to N312. N312 will make appropriate distribution within OPNAV.

(1) Naval commanders of subordinate unified commands and of naval component commanders.

(2) Fleet and Force commanders.

b. Copies of plans developed by the commanders of unified and specified commands and other plans referred by the Joint Chiefs of Staff to CNO for review or retention will be distributed by N312 as follows:

(1) One copy of the plan will be retained by N312 as the master reference copy.

(2) One copy of the plan will be distributed to the Navy Command Center, N311, to provide a current reference for the Duty Captain.

(3) One copy of the plan will be distributed for retention by the OPNAV division having cognizance over the

functional area of the plan, e.g., North Atlantic Treaty Organization (NATO) (N524), etc.

(4) Remaining copies will be retained by N312 for checkout incident to plan review. Upon completion of review, all but one of the retained copies will be destroyed. Permanent retention or destruction of plans distributed to OPNAV divisions, other than N312, is discretionary upon completion of review. Destruction shall be accomplished as required by applicable security directives.

c. One copy of each plan received from type commanders, and plans for specific tasks received from certain other naval commanders will be forwarded to N312. Further distribution will be by subject matter as indicated below:

- (1) Amphibious Warfare Plans - N8
- (2) Antisubmarine Warfare Plans - N8
- (3) Anti-Surface Warfare Plans - N8
- (4) Anti-Air Warfare Plans - N8
- (5) Strike Warfare Plans - N8
- (6) Tactical Nuclear Warfare Plans - N8, N514
- (7) Biological Warfare Plans - N8
- (8) Chemical Warfare Plans - N8
- (9) Inshore Undersea Warfare Plans - N8
- (10) Mine Warfare Plans - N8
- (11) Unconventional Warfare Plans - N8
- (12) Naval Special Warfare Plans - N8, N312, N512
- (13) Base Development Plans and Logistics Support Mobilization Plans - N4
- (14) Communications Plans - N6

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(15) Submarine Plans (less those specified in paragraph 205.1e) - N8

(16) Naval Control and Protection of Shipping Plans - N8, N3N

(17) Military Sealift Command Plans - N8, N3N, N4

(18) Naval Aviation Operation Plans - N8

d. Special category and specific task plans of certain commanders will be distributed as follows:

(1) Continuity of Operations Plans:

(a) Those issued by commanders of unified and specified commands - N312

(b) All others - N312

(2) Plans for evacuation of U.S. Nationals - N312, N512

(3) Logistics support and mobilization plans - N4, Alternate National Military Command Center (ANMCC).

(4) Plans of combined commands or of combined joint planning groups - N312.

(5) Unilateral general emergency operation plans for Army and Coast Guard commands, and parallel wartime guidance plans of Air Force commands - N312.

(6) Wartime requirement plans of Air Force commands - N8.

(7) Military Airlift Command (MAC) plans - N4, N8.

(8) Military Traffic Management Command (MTMC) plans - N4.

(9) NATO, Southeast Asia Treaty Organization (SEATO), Central Treaty Organization (CENTO), and any other bilateral treaty organizational plans - N312.

(10) All other service plans - N312.

e. Certain plans, promulgated by unified commanders or by fleet and type commanders, contain detailed information con-

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cerning Strategic Submarine Ballistic Nuclear (SSBN) operations. Those plans delineated below will be sent directly to N8 for retention.

(1) Commander in Chief Atlantic Operation Order (CINCLANT OPORD) 2134

(2) Annex Lima to CINCLANT OPORD 2134

(3) Commander Sixth Fleet Operation Order 4134

(4) Commander Submarine Force, U.S. Pacific Fleet Operation Order 5132

f. Special Instructions

(1) Divisions responsible for distribution of Operation Plans (OPLANs) will advise other interested offices of exceptions to the routine distribution of plans caused by receipt of insufficient copies, plans stipulated for limited distribution, or delays in routing due to revision.

(2) Guidance should be requested from N312 when problems arise concerning the proper distribution of a particular plan.

(3) Covering or forwarding letters, annexes, appendices, tabs, charts and comments on, or corrections to plans, which are received separately, must be given the same distribution as the original plan. Should any portion of the plan be marked for limited distribution or handling, N312 should be consulted prior to distribution.

(4) As various operation plans are cancelled or superseded, the divisions retaining those plans will be responsible for their destruction following the applicable directives concerning destruction of classified material.

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**206 OPNAV DESIGNATION OF GENERAL SERVICE (GENSER) MESSAGE
COURIER (N653)**

This article provides guidance and procedures for designating OPNAV GENSER message couriers.

206.1 Responsibilities. Assignments and responsibilities for pick-up and delivery of messages are as follows:

a. OPNAV Principal Officials (OPOs) and Division Directors will submit a Pentagon Telecommunications Center Authorization for Pickup and Delivery (form OPNAV 2300/4) semiannually (January and July) to the OPNAV Communications Officer (N653) at the Pentagon Consolidated Telecommunications Center Special Folders window, room 5A900, designating those individuals in their organization authorized to pick-up and deliver regular, Top Secret, Personal For and Special Category messages. Even though regular message deliver is available electronically to OPNAV codes by the Automated Message Handling System (AMHS) through the CNO Local Area Network (LAN), codes utilizing AMHS must still maintain courier authorizations in the unlikely event of AMHS failure and the messages going to paper copy traffic and to pick-up and deliver messages not authorized for electronic delivery.

b. In addition, OPOs and Division Directors will submit a separate OPNAV Form 2300/4 semiannually (January and July) to N653, room 5A900, designating those individuals in their organization authorized to pick-up and deliver classified special codeword messages.

c. A separate memorandum listing personnel and their clearances who are authorized to pick up and deliver messages during non-duty hours, weekends and holidays will be forwarded each month (at least 5 working days prior to the effective watchbill date) to N653 by OPNAV offices served.

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207 OPNAV ORGANIZATION AND MANPOWER (N09B2)

Ref: (a) OPNAVINST 5430.48D
(b) OPNAVINST 1000.16H

This article assigns responsibilities for organization and manpower management, and explains criteria and procedures for changing mission, functions, organization structure, and manpower authorizations.

207.1 OPNAV Organization Manual. Reference (a) is the official source of approved mission and functions throughout OPNAV, including N-codes and titles. Procedures for submitting change requests are described in paragraph 207.5 of this article.

207.2 Responsibility

a. The Vice Chief of Naval Operations (VCNO) is the approval authority for OPNAV organization and manpower changes. For the VCNO, the **Assistant Vice Chief of Naval Operations (N09B)** will:

(1) Develop OPNAV organization criteria and administer manpower programs.

(2) Review and approve changes to missions, functions, organization structure and manpower authorizations.

(3) Recommend reallocation of manpower resources, and establish priorities for satisfying unplanned manpower increases and decreases.

(4) Maintain and issue changes to reference (a).

(5) Maintain the OPNAV Manpower Allowance.

b. **OPNAV Principal Officials (OPO)** are responsible for:

(1) Satisfactory performance of assigned mission and functions, as depicted in reference (a), through effective and economical use of organization structure and resources.

(2) Maintaining their organization in conformance with reference (a).

(3) Submitting proposed organization change requests to N09B expeditiously.

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(4) Advising N09B of current and future manpower requirements and priorities. Approved manpower requirements which cannot be satisfied within available resources will be the basis for developing OPNAV programming documents.

(5) Performing an annual Activity Manning Document (AMD) review of manpower requirements, including mobilization needs. This review will be completed each September and any revisions or discrepancies reported to N09B23.

207.3 Organization Criteria. It is difficult to pinpoint the ideal size of organization elements. The size of the Directorate, commonality of functions, and supervisory span of control affects the size of divisions and branches. The following apply when determining the organization structure for an OPNAV office:

a. Mission and Function Statements

(1) Mission. Describes the ultimate goal for each OPO and division. Use the infinitive form of the verb, e.g., to sponsor, to conduct.

(2) Function. Describes major tasks necessary to accomplish the mission. Do not cite purposes, procedures or methods as function statements. Use the third person singular form of the verb, e.g., coordinates, develops, advises. Annotate each function to identify the branch or staff office primarily responsible, e.g., "Provides for assignment and replacement of enlisted personnel within OPNAV and OPNAVSUPPACT. (N09B20)."

(3) Mission and functions should be reviewed periodically to ensure they follow lines of commonality, are appropriate for CNO headquarters level, and provide a direct benefit to CNO's mission. Decisions to realign functions will be made to improve efficiency, not to accommodate personalities.

b. The following describes organizational elements of OPNAV:

(1) OPOs are the individuals in charge of major OPNAV directorates. They are authorized to report directly to CNO or VCNO. OPOs are N1 through N8, N00N, N09B, N091, N093, N095, N096, N097, and the Special Assistants to CNO (N09C, N09F, N09G, N09J, N09L, N09N, and N09P). CNO and VCNO are considered OPC.

(2) Staff Offices provide technical expertise and advisory services directly to OPOs or division directors. Staff offices are not established below the division level.

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- (3) Divisions are major line organizations under OPOs.
- (4) Branches are line organizations under Divisions.
- (5) Sections and Units are line organizations under Branches.

c. The following table displays the titles and reporting relationships of the above organization elements:

<u>Element</u>	<u>Reports to</u>	<u>Chief Official Title</u>	<u>Deputy Title</u>
OPO	CNO/VCNO	Deputy CNO, Director of (title), or Special Assistant for (title)	ADCNO or Deputy Director
Staff Office to an OPO	OPO	Assistant for (title), or (subject) Advisor	None
Division	OPO	Director	Deputy Director
Staff Office to a Division Director	Division Director	Assistant for (title), or (subject) Advisor	None
Branch ^{1/}	Division Director	Head (if a supervisor)	Assistant Head
Section ^{2/}	Branch Head	Head (if a supervisor)	None
Unit ^{2/}	Section Head	Head (if a supervisor)	None

^{1/} A branch will be two or more people who perform line functions. In some cases, small divisions may not have sufficient personnel to form branches, or have functions that cannot be grouped together according to similarity. When branches are not feasible, individual action officers will carry a title descriptive of their duties (e.g., "XYZ Requirements Officer"). They will be coded and will report directly to the Division Director as if they were a branch.

^{2/} The same caveat as above applies to sections and units. Again, titles will be descriptive of the duties.

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d. Restricted Titles

(1) The titles "Executive Assistant" and "Personal Aide" are reserved for those personnel reporting directly to an OPO.

(2) The title "Special Assistant" is strictly reserved for those select advisors not assigned to OPNAV but who report to CNO/VCNO for additional duty as OPOs. They are N09C, N09F, N09G, N09J, N09L, N09N, and N09P.

e. Codes. OPO codes N1 through N8 parallel the Joint Staff organization which improves OPNAV's ability to coordinate and operate in the joint arena, both operationally and administratively. The remaining OPO codes represent specific functional areas within OPNAV.

(1) Codes for organization elements below the OPO are derived from the OPO digit followed by such numbers or letters needed to identify the organization element. Coding also depicts supervisory relationships.

<u>Organization Element</u>	<u>Example 1</u>	<u>Example 2</u>
OPO	N4	N09B
OPO Staff Office	N4J	N09BN
Division Director	N44	N09B2
Division Staff Office	N44E	N09B2H
Branch Head (or Line Action Officer)	N441	N09B20
Section Head	N441C	N09B20T
Unit	N441C1	N09B20T1

(2) The following letters are restricted for the positions indicated:

- A Executive Assistant to an OPO
- A1 Personal Aide to an OPO
- B Designated deputy to OPOs and Division Directors
- S Secretariats/Secretaries
- O Not used - easily mistaken for 0 (Zero)
- I Not used - easily mistaken for 1 (One)

207.4 Manpower Criteria

a. Manpower Limitations. The Goldwater-Nichols Act of 1986 and subsequent program and budget decisions dramatically reduced the number of personnel assigned to both OPNAV and OPNAV Support

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Activity (OPNAVSUPPACT). To establish new billets/positions in OPNAV or OPNAVSUPPACT, existing OPNAV or OPNAVSUPPACT billet/position offsets must be provided as compensation.

b. Effective and Economical Organization and Use of Manpower. Fragmenting duties or layering supervisors inflates rank and grade structure and must be avoided. Assistant Head billets will not be established at the Branch level where there are less than six personnel. Designating the next senior person to act in the absence of the supervisor usually provides adequate control.

c. Additional Duty (ADDU). OPNAV functions should be performed by personnel assigned primary duty to OPNAV. Exceptions will be those OPNAV functions which can be accomplished more efficiently on an ADDU basis because the function requires less than one-third of one full-time billet or position. The use of personnel assigned to organizations other than OPNAV to perform OPNAV functions must be kept to an absolute minimum and the benefit to CNO must be clearly demonstrated. Duties for the ADDU billet/position will be separate and distinct from the responsibilities performed at the person's primary organization. ADDU assignments will be documented through formal billet/position establishment, i.e., an Activity Manning Document (AMD) Change Request must be submitted to N09B23. The billets/positions approved for ADDU to OPNAV must be located within the same geographical area. Frequent liaison with an activity will not be used as justification for establishing ADDU billets/positions. ADDU assignment of personnel of one OPNAV office to another OPNAV office is strongly discouraged unless directed by the VCNO.

d. Subspecialty Requirements Review

(1) Biennial Revalidation. More than 25 percent of the OPNAV billets listed on the headquarters' AMDs are coded with subspecialty requirements. These subspecialty requirements must be revalidated every 2 years. To comply with reference (b), a Subspecialty Requirements Request form must be submitted on disk copy to N09B23 2 months prior to the convening of the biennial Subspecialty Review Board. See your N-code manpower point of contact for a copy of the disk, or contact N09B23 for assistance.

(2) Out-Of-Cycle Subspecialty Request. Changing any of the fields on the headquarters AMD (UIC, BSC, BIN, DESIG, Billet Title, or NOBC) can have an impact on that billet's assigned subspecialty code. Therefore, BUPERS requires that disk copy of the Subspecialty Requirements Request form accompany all AMD Change Requests. All requests concerning subspecialty designa-

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tion of headquarters' billets or questions on the impact of changes must be coordinated with N09B23.

e. Manpower Mobilization Planning. Each September OPOs will reevaluate their manpower mobilization requirements in conjunction with their annual AMD review. The review should include selected reserve (S/R), M+1 through M+12 requirements, and those billets which should be deleted at mobilization. Complete justification must be included in any request for mobilization or S/R billets. Within 30 days following the AMD review, requests for mobilization manpower changes are to be submitted to the Bureau of Naval Personnel (Pers-5) via N09B23 in the format specified in reference (b).

207.5 Organization and Manpower Change Procedures

a. Organization Change Procedures. Requests for proposed organization changes will be submitted to N09B and include:

(1) Rationale for the proposed change;

(2) Directorate, Division or Branch Reorganization: Organization and Manpower Tracking form. A sample is at Tab A. As indicated, enclosures to this form will include:

(a) Marked-up current organization chart from reference (a);

(b) Marked-up current mission and/or function statements from reference (a); and

(c) Marked-up current AMDs clearly identifying the proposed changes.

b. Manpower Authorization Change Procedures. N09B is the sole interface with BUPERS on manpower matters. Prior to initiating any manpower changes, BUPERS' "Manual of Navy Total Force Manpower Policies and Procedures" (Chapter 8 of reference (b)) must be reviewed for applicable manpower policies. Requests for new or changed manpower authorizations, military or civilian, submitted to N09B must include the following information:

(1) AMD Change Request Form

(2) Statement of major duties and responsibilities to be assigned each requested military billet or civilian position; minimum qualification requirements; military essentiality justi-

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fication; placement within the immediate organization component; recommended rank/rate/grade, with specific justification for higher level billets or positions (commander/GS or GM-13) and above (this includes proposed upgrading of military billets or civilian positions); documentation as to program priority; time frame considerations; and permanency of the requirement. For officers, a statement of major duties and responsibilities will be submitted on OPNAV 1211/1, Officer Billet Description, when a new billet is established or an existing billet is modified. A Subspecialty Billet Request Form must also accompany any manpower change request in which the new or modified billet position requires a subspecialty designation.

(3) Certification by OPOs that the proposed function(s) which requires additional personnel cannot be effectively performed at a lower Navy command echelon. Also give the estimated adverse impact on execution of assigned responsibilities in the event additional manpower is disapproved.

(4) Compensation for new manpower requirements and upgrading of existing billets/positions should be provided by OPOs. If compensation is not available, OPOs should certify that compensatory personnel reduction cannot be offered to meet the additional requirements. Such certification will be based on office-wide review of current functions, manpower usage and organizational alignment to ensure that all functions are appropriate for performance at the OPNAV staff level, that reduction in level of effort has not occurred in other functional areas, and the organizational alignment provides the most economical and effective means for accomplishing functions and workload. Current functions assigned a lower priority than those to be managed by the new/upgraded billet/position should be listed. In the event that complete or partial compensation can be offered to meet the additional requirement, the recommended source by position or billet will be identified. Additionally, a list should be provided of currently authorized billets and positions, office-wide, which have been vacant for 60 days or longer, together with reasons each such billet or position cannot be used as compensation, in whole or in part, for a requested current requirement.

(5) Indication of the priority placement for each manpower request in relation to all current unsatisfied manpower authorization requests.

c. General Personnel Change Procedures. Simple realignments of personnel such as personnel arrival and detachment or shifting from one valid billet to another is easily accomplished by sub-

mitting OPNAV 5310/14, Manpower/Organization Change Request Form. N09B23 updates billet position, location, and phone numbers assigned for all personnel in the "OPNAV Personnel Locator." Additional information regarding the Locator is in Article 210. Accurate personnel data contributes to every directorate's effectiveness and is discussed in the preceding subparagraph.

207.6 Organization and Manpower Staff Assistance. N09B2 will provide procedural guidance, advice or assistance in developing change proposals. Consultation on organizational actions may be obtained from N09B21; manpower actions from N09B23.

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**DIRECTORATE, DIVISION, OR BRANCH REORGANIZATION:
ORGANIZATION AND MANPOWER TRACKING**

- Encl: (1) Marked-up current Mission, Function Statement (OPNAVINST 5430.48D)
(2) Marked-up current Organizational Chart (OPNAVINST 5430.48D)
(3) Marked-up current AMDs: (UICs 00011, 47039, 65146, and 32791)

New Code	Old Code	UIC	Title	Rank	Name	Old BSC	New BSC	Desig/Grade Rate ABBR CIV PAYGRA	NOBC/NEC/ CIV SER	Subsp Pri/SEC
N952C	N095J	00011	Head, Strategic Planning Branch	CDR	Capable	95350	95370	1000H	9086	0025/0
N952C1	N095J1	47039	Program Analyst	GS11	Charger	95360	95380	GS12	345	
N952C2	N095LS	65146	Planning Admin	YN1	Cando	95500	95390	YN1		

- Note:
1. Ensure all reserve and civilian billet data is listed in any reorganization submission.
 2. Asterisk individual data cells and attach notes at bottom of the table as necessary to explicitly explain your proposed organization and manpower changes/requirements.

ATTENTION USERS:

1. THIS TABLE IS A SAMPLE ONLY - AVAILABLE IN MICROSOFT WORD. FILE NAME: REORGCHT.DOC
2. INSERT YOUR OWN INFORMATION IN PLACE OF THE N095 DATA.
3. TO OBTAIN A COPY OF THE TABLE, BRING A BLANK DISK TO N09B21 OR N09B23, OR REQUEST E-MAIL.

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208 PENTAGON PARKING PROGRAM (N09B31)

Ref: (a) OSD Administrative Instruction No. 88 of 26 June 1989
(NOTAL)

This article assigns responsibilities, and describes general requirements and procedures for the Pentagon Parking Program. Reference (a) contains detailed regulations which apply to the parking and operation of vehicles and to pedestrian traffic on the property and buildings known as the Pentagon Reservation, located in Arlington County, Virginia.

208.1 Authority. The Director of Real Estate and Facilities, Washington Headquarters Services (WHS) has been assigned overall responsibility for the implementation, operation and control of the Pentagon Parking Program as outlined in reference (a).

208.2 Responsibilities

a. **Assistant Vice Chief of Naval Operations (AVCNO) (N09B).** To administer requirements delineated by reference (a) to OPNAV, and develop a viable parking program throughout OPNAV.

b. **OPNAV Parking Control Officer (N09B31).** Serves as liaison between OPNAV and the WHS Central Parking Office on all parking requirements. Allots individual parking passes ("U" and "G") to OPNAV Principal Officials (OPOs) based on on-board personnel and individual need. Monitors implementation of parking program, and assists the OPO Parking Coordinators in developing and maintaining internal control over their allotments.

c. **OPO Parking Coordinators**

(1) Each OPO will appoint a Parking Coordinator and an alternate to administer their internal parking responsibilities. Names, room numbers, and telephone extensions will be submitted in writing to the OPNAV Parking Control Officer (N09B31).

(2) The OPO Parking Coordinator is responsible for determining whether requests for "U" and "G" passes meet the criteria shown in paragraph 208.3, and approve requests based on their allotment; ensure information regarding assigned permits is kept up to date; and retrieve passes from individuals who detach from OPNAV ("U" and "G" passes are not transferable).

208.3 Assignment of Parking Permits. The allocation of "U" and "G" passes assigned to each OPO is based on the number of on-

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board personnel working in the Pentagon AND the number of personnel whose work situations meet the intent of the following "U" and "G" parking criteria:

a. Unusual Work Hours Parking. "U" permits are assigned to employees who work unusual hours or rotate shifts (shiftworkers), and are based on a review of personnel with job requirements certified to warrant "U" parking assignments. In addition, the employees shall be employed and physically working in the Pentagon. "U" parking permits shall not be awarded based on rank/grade, position, or job title.

b. Special Situation Parking. "G" permits are assigned to personnel certified by their OPO as having special situations requiring individual parking permits. "G" parking permits shall be issued to individuals who are employed and physically working in the Pentagon. "G" parking permits should not be awarded based on rank/grade, position, or job title.

208.4 Handicapped Parking. A limited number of parking spaces are reserved for employees certified as handicapped. Requests shall be initiated by the handicapped individual and will include sufficient detailed documentation from a physician to preclude further medical examination at Pentagon medical facilities. Such individuals shall physically work in the Pentagon. When the handicapping condition is temporary, state the length of time a permit will be necessary. Expired or permanent permits no longer needed must be returned to the OPO Parking Coordinator. The processing for a handicapped parking permit is as follows:

a. Military personnel. All physician statements in support of handicapped parking requests shall be submitted by the employee directly to the U.S. Army Health Clinic, Room 2D201 (Pentagon Concourse). Upon receiving a favorable medical evaluation, a request for a handicapped parking permit shall be made by completing a DD 1199 (Pentagon Reservation Parking Permit Application). The DD 1199, accompanied by supporting statements from the U.S. Army Health Clinic, will be submitted via the OPO Parking Coordinator and OPNAV Parking Coordinator to the WHS Central Parking Office.

b. Civilian personnel. All physician statements in support of handicapped parking requests shall be submitted by the employee directly to the Pentagon Civilian Employee Health Service, Room 1E356. Upon receiving a favorable medical evaluation, a request for a handicapped parking permit shall be made by completing a DD 1199 (Pentagon Reservation Parking Permit

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Application). The DD 1199, accompanied by supporting statements from the Pentagon Civilian Employee Health Service, will be submitted via the OPO Parking Coordinator and OPNAV Parking Coordinator to the WHS Central Parking Office.

208.5 Visitor Parking

a. Mall and River Plazas (VIP) are reserved at all times and require prior clearance. A 2-hour limit is placed on the use of these spaces and is applicable 24 hours a day, 7 days a week, including holidays. When visitors authorized to park in these areas must overstay the time limit, requests for extensions must be processed through the OPNAV Security Office, 703-695-3121, before the end of the original 2-hour time limit. (If extended parking requirements are known beforehand, clearance must be processed for the Mall Annex Parking Lot as outlined in subparagraph b below). Clearances for these areas will be limited to individuals personally visiting either the CNO, VCNO, or OPOs. OPNAV Security Office, 703-695-3121, must be notified one hour prior to arrival of the visitor in order to obtain clearance.

b. Mall Annex Parking Lot (VIP) requirements are the same as Mall and River Plazas with the exception that the area can be used for those visitors who will be here for longer than 2 hours. Individuals in the grades of SES-1 and above, in general or flag officer rank, or personally visiting either the CNO, VCNO, or OPNAV Principal Officials, may also park in the Mall Annex Parking Lot. Clearances must be called into the OPNAV Security Office at 703-695-3121.

c. Visitors Parking Lot (E-1) is provided for general visitor parking and is reserved exclusively for bonafide visitors to the Pentagon. Location of the E-1 parking lot is off the River Annex Parking Lot. The following applies to the Visitors Parking Lot:

(1) The lot will be open from 9:00 a.m. to 9:00 p.m. on normal government work days for visitors only. Pentagon Building occupants are not to park in this lot at any time.

(2) Vehicles must be removed from the lot before it closes at 9:00 p.m. The gate will be locked from 9:00 p.m. until 9:00 a.m. the following morning. Any efforts to force an exit through any of the lot security barriers will subject the violator to arrest for destruction of government property.

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(3) When leaving the lot, the parking stub that was issued from the ticket dispenser when entering must be presented to the parking attendant. Failure to present this ticket will result in a charge of \$3.00 to the vehicle operator.

(4) Prior to 9:00 a.m. and after 9:00 p.m., commercial parking is available in marked lanes located at the far north end of the North Parking Lot.

208.6 Car Pool Parking. Those employees desiring to use car pools should direct all questions to the WHS Central Parking Office located on the concourse near the Post Office. Car pool applications are not controlled by N09B31 or OPO Parking Coordinators.

208.7 Parking Regulations. General responsibilities of the parking permit holder and/or car pool members are:

a. Keeping all car pool information current. Failure of the principal member to update changes as they occur or within 10 working days, shall result in the revocation of parking privileges. A new permit may be issued without a waiting period based on the number of valid car pool members.

b. When parked at the Pentagon, displaying the parking permit on the vehicle dashboard so that the PERMIT NUMBER is plainly visible and readable through the vehicle windshield.

c. Knowing that permits for duty officers, unmarked government-owned or leased vehicles may be transferred for legitimate purposes but not for circumventing the procedures in reference (a).

(1) Individual parking permits are non-transferable.

(2) Car pool permits are transferable among registered car pool members.

d. Knowing that parking permits are government property and must be returned to the WHS Central Parking Office immediately on canceling, invalidating, transferring of the holder, or dissolving of a car pool.

e. Knowing that vehicles are subject to towing when they are covered with any type of car cover prohibiting the Defense Protective Service (DPS) officer from readily seeing the permit

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number. DPS shall not be responsible for removing covers to view parking permits.

f. Knowing that a four or three member car pool using a two seater vehicle on any given day must park in the two member car pool areas. TWO SEATER VEHICLES PARKED IN THE FOUR OR THREE MEMBER AREAS SHALL BE SUBJECT TO CANCELLATION OF THE PARKING PERMIT OR SUBJECT TO BEING TOWED.

g. Safeguarding the permit. Replacement of lost, stolen or damaged permits shall be limited to one time in a 12-month period.

h. Knowing that permit holders may not park in excess of 18 hours in one location unless prior written request from a valid individual permit holder for such extended parking is approved by the WHS Central Parking Office.

i. Parking in marked parking spaces. Parking in other than designated parking spaces, on the grass areas, along yellow curbs, blocking or partially blocking traffic or pedestrian lanes shall be prohibited. Oversized vehicles (too large for the designated parking space) shall be prohibited and subject to a violation notice, booting, or towing.

j. Flagrant violations, such as falsifying applications, counterfeiting, altering, or reproducing permits, failing to turn in car pool permits when the car pool membership changes, receiving more than one parking violation notice in a 12-month period, and any act circumventing the regulations in reference (a) to gain favor shall result in the loss of the privilege to park for at least 6 months. The revocation shall apply to all parking areas and shall be handled by N09B31.

k. Under no circumstances shall parking permits be copied, altered, or duplicated. Possessing such permits shall result in legal action by DPS and administrative action by the WHS Central Parking Office.

l. No person shall park a motor vehicle in the parking areas or roads of the Pentagon Reservation contrary to governing regulations or to the directions of posted signs.

m. Knowing that the lawful direction of the DPS officers must be followed at all times.

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209 PHOTOGRAPHIC SERVICES (PENTAGON NAVAL MEDIA CENTER SUPPORT BRANCH)

Photographic services are available from the Pentagon Naval Media Center (NMC) Support Branch which is able to provide a full range of graphic arts and photographic support to authorized users. This support includes not only the development of imaging products, but also professional consultation and advice concerning oral and visual presentations. The Pentagon NMC Support Branch, located in Room 4A686, is responsible for providing direct photographic support to the Secretary of the Navy and the Chief of Naval Operations offices.

209.1 Photographic coverage of military and civilian award ceremonies should be scheduled as far in advance as possible by calling, for CNO services, the Pentagon NMC Support Branch, phone 703-695-6789, and for SECNAV, phone 703-614-4979. The requestor of these services should schedule an appointment and provide the following:

- a. Name, room and phone number of requesting office.
- b. OPNAV/SECNAV code number.
- c. Date and time of ceremony.
- d. Who is giving awards.
- e. Who is receiving awards.

209.2 Requests for publication of photographic production support that has not been originated by the SECNAV Photojournalist or by Pentagon NMC Support Branch photographers must be submitted to the OPNAV Printing Branch, N09B36, Room 4C445, 703-697-1168 or the SECNAV Printing Branch, Room BF847, 703-695-4651.

209.3 All requests for official portraits are scheduled at the Naval Media Center, Building 168, Naval Station Anacostia. Appointments can be arranged by calling 202-433-2163.

209.4 OPNAV personnel in need of stock 35mm color slides or 8x10 Black & White prints should contact the Naval Media Center at 202-433-2012 regarding availability. Additionally, the Still Media Division of the Office of the Chief of Information (CHINFO), 703-697-6752 may have similar material available, although CHINFO support is primarily tailored to media and Navy Public Affairs requirements.

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210 OPNAV LOCATOR (N09B23)

The OPNAV Locator provides current organizational alignments and personnel telephone/room numbers for OPNAV and the OPNAV Support Activity (OPNAVSUPPACT).

210.1 Action

a. The Resource Management Branch (N09B23) will publish the OPNAV Locator three times a year on 1 January, 1 May, and 1 September. The ultimate goal will be to make the OPNAV Locator accessible through CNO Local Area Network (LAN).

b. OPNAV Principal Officials (OPOs) will update their N-code's portion of the Locator approximately 4 weeks prior to the publishing of a superseding Locator. The accuracy of the information in the OPNAV Locator depends upon precise corrections provided by OPOs. Submit corrections to N09B23, Room 4D386.

c. An easy and efficient way to update the OPNAV Locator is through submission of the Manpower/Organizational Change Request, OPNAV 5310/14 for minor changes such as personnel arriving or detaching, shifting from one valid billet to another, changes in room or telephone number, etc. Use of this form on a regular basis will greatly simplify the periodic Locator verification. OPNAV 5310/14 is available in the OPNAV Supply Room in 5E588 or in N09B2, Room 4D435. Once the Locator is accessible on the CNO LAN, changes will be entered by N09B23 1 week after receipt of the Manpower/Organizational Change Request giving all LAN users the most accurate data.

210.2 Distribution. OPNAV Locator distribution is limited to OPNAV. The Department of Defense Telephone Directory is the only authorized telephone directory for DOD Components in the National Capital Region. Organizations outside OPNAV should be advised to contact the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, to obtain copies of the Department of Defense Telephone Directory.

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211 PROCEDURES FOR PROCESSING FREEDOM OF INFORMATION ACT (FOIA) REQUESTS (N09B30)

Ref: (a) SECNAVINST 5720.42E

This article supplements the Department of the Navy Freedom of Information Act (FOIA) Program found in reference (a) by identifying processing requirements unique to OPNAV. A copy of this instruction is available from N09B30.

211.1 Applicability. FOIA allows any person (U.S. and foreign citizens) or organization, to request access to or copies of agency records.

211.2 Minimum requirements. At a minimum, a request must be in writing and explicitly or implicitly invoke the FOIA; reasonably describe the records being sought so that a knowledgeable official of the agency can conduct a search; and contain a statement as to the requester's willingness to pay all fees or those up to a specified amount or request a waiver/reduction of fees if fees are applicable.

211.3 FOIA Responsible Officials:

a. N09B30: Establishes FOIA policy. Provides assistance to OPNAV personnel on any aspect of the FOIA Program.

b. OPNAV Principal Officials (OPOs):

(1) Will identify a point of contact to serve as FOIA Coordinator for their directorate. The name, N-code, and telephone number should be provided to N09B30. The FOIA Coordinator will serve as liaison for requests and will compile the Annual FOIA Report.

(2) Will hand carry any FOIA request received directly to N09B34, Mail and Files Branch, for correspondence control.

(3) Will ensure efficient processing of a FOIA request, following the procedures outlined in the FOIA Procedures Checklist at Tab A.

c. N09B34:

(1) Date stamp each request;

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(2) Microfiche the request and attach an Incoming Mail Record, OPNAV 5216/175 (Automated Navy Route Slip), that reflects the action office and suspense date.

(3) For requests addressed direct to an N-code, provide an information copy to N09B30.

(4) Place the request in a yellow folder marked "Freedom of Information and Privacy Act Correspondence," to ensure prompt handling, and deliver to the appropriate N-code.

211.4 Initial Denial Authorities (IDAs). Within OPNAV, any flag officer is authorized to deny information in whole or in part, and rule on requests for waiver or reduction of fees on behalf of the Secretary of the Navy. Flag officers may designate other individuals to serve as IDAs, and the designation will be in writing.

211.5 Annual FOIA Report. N-codes are responsible for submitting their Annual FOIA Report (DD 2564) to N09B30 by 20 January of each calendar year. To assist in accurate and timely reporting, complete the FOIA Report Worksheet at Tab B and Record for Freedom of Information (FOI) Processing Cost (DD 2086) at Tab C with each request.

211.6 FOIA Fees. Any collected FOIA fees, payable to the "Treasurer of the United States" will be forwarded to N09B23 for deposit. All FOIA receipts must be controlled.

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FOIA PROCESSING PROCEDURES CHECKLIST

___ Enter the request into a suspense tracking system.

___ Attach a copy of the Annual FOIA Report Worksheet (Tab B) and DD 2086 (Tab C) for collection of statistics necessary to compile the Annual FOIA Report.

___ Review the request to determine if it meets the minimum requirements of the FOIA. If it does not, resolve the issue(s) prior to processing the request. This can be done telephonically or in writing.

___ Conduct an adequate search of your files for responsive records. Ensure records identified fall within scope of request. You are discouraged from expanding the scope of request.

___ Make a xerox copy of the records to work from, so as not to mark up the original.

___ Read the request to determine if the documents located are responsive. For example, if the requester seeks records for June 1993 and you only have records for May 1993, then you are not maintaining documents responsive to the request.

___ Separate the documents by originator. You may only release or deny records which are under your cognizance. All others must be referred to the originator for their review and direct response to the requester. If you maintain documents originated by activities which are not part of the Executive Branch of government (e.g., Congress, commercial activities, etc)., you must process those documents, since these activities are not covered by FOIA and you are considered to have possession and control.

___ Review the documents for releasability. See enclosure (2) of SECNAVINST 5720.42E regarding exemptions.

___ If you are unable to respond to the requester within the applicable time limits, seek a formal or informal extension of time (see SECNAVINST 5720.42E).

___ Classified documents: Review the documents to determine if they are currently and properly classified. If the documents can be declassified, they should be remarked "Declassified on (date)

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by authority of (list title of person authorized under OPNAVINST 5510.1H)."

____ Most classified documents are paragraph marked. Since the FOIA requires all reasonably segregable information be released, all unclassified information must be released unless it is determined that the unclassified information, when compiled, results in the release of classified information.

____ If you identify classified documents originated by another naval activity or executive branch government agency, refer the documents to that activity for their action and direct response to the requester. If the information contained in those documents is of interest to the Navy, provide the originating activity with a recommendation regarding release.

____ Once the documents have been reviewed, prepare a response consistent with the sample letters at enclosure (4) to SECNAVINST 5720.42E. Ensure that fees are addressed.

____ Coordinate response with N09B30 prior to signature.

____ Once the response is signed, clear through N-code secretariat and N09B34.

____ If request is denied in whole or in part, maintain records and response for 6 years. If granted or "no record response," maintain records and response for 2 years.

____ Fill out FOIA worksheet and DD 2086-1 and file separately for use when compiling the Annual FOIA Report.

1. ACTIONS TAKEN ON REQUEST: (Check all blocks that apply)

3. EXEMPTION(S) CLAIMED IN DENIAL LETTER: (Check those which apply)

TOTAL EXEMPTIONS CLAIMED:

	Yes	No
1. Do you have a current driver's license?		
2. Do you have a current vehicle registration?		
3. Do you have a current insurance policy?		
4. Do you have a current title?		
5. Do you have a current sales tax certificate?		
6. Do you have a current license plate?		
7. Do you have a current title transfer fee?		
8. Do you have a current title transfer tax?		
9. Do you have a current title transfer fee and tax?		
10. Do you have a current title transfer fee and tax and title transfer fee and tax?		

☐ Search ☐ Collect ☐ Consultation
☐ Court Involvement

7. REMARKS: _____

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RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST

Please read instructions on reverse before completing form.

1. REQUEST NUMBER		2. TYPE OF REQUEST (X one)		3. DATE COMPLETED (YYMMDD)			
		a. INITIAL	b. APPEAL				
4. CLERICAL HOURS (E-9/GS-8 and below)		TOTAL HOURS (1)	HOURLY RATE (2)		COST (3)		
a. SEARCH							
b. REVIEW/EXCISING							
c. CORRESPONDENCE AND FORMS PREPARATION							
d. OTHER ACTIVITY							
5. PROFESSIONAL HOURS (D-1 - D-6/GS-9 - GS/GM-15)		TOTAL HOURS (1)	HOURLY RATE (2)		COST (3)		
a. SEARCH							
b. REVIEW/EXCISING							
c. COORDINATION / APPROVAL / DENIAL							
d. OTHER ACTIVITY							
6. EXECUTIVE HOURS (D-7/GS/GM-16/ES 1 and above)		TOTAL HOURS (1)	HOURLY RATE (2)		COST (3)		
a. SEARCH							
b. REVIEW/EXCISING							
c. COORDINATION / APPROVAL / DENIAL							
7. COMPUTER SEARCH		TOTAL HOURS (1)	HOURLY RATE (2)		COST (3)		
a. MACHINE HOURS							
b. PROGRAMMER / OPERATOR TIME							
(1) Clerical							
(2) Professional							
8. OFFICE COPY REPRODUCTION		NUMBER (1)	RATE (2)		COST (3)		
a. PAGES REPRODUCED							
9. MICROFICHE REPRODUCTION		NUMBER (1)	RATE (2)		COST (3)		
a. MICROFICHE REPRODUCED							
10. PRINTED RECORDS		TOTAL PAGES (1)	RATE (2)		COST (3)		
a. FORMS							
b. PUBLICATIONS							
c. REPORTS							
11. COMPUTER COPY		NUMBER (1)	ACTUAL COST (2)		COST (3)		
a. TAPE							
b. PRINTOUT							
12. AUDIOVISUAL MATERIALS		NUMBER (1)	ACTUAL COST (2)		COST (3)		
a. MATERIALS REPRODUCED							
13. For FOI Office Use Only							
a. SEARCH FEES PAID				f. TOTAL COLLECTABLE COSTS			
b. REVIEW FEES PAID				g. TOTAL PROCESSING COSTS			
c. COPY FEES PAID				h. TOTAL CHARGED			
d. TOTAL PAID				i. FEES WAIVED / REDUCED (X one)			
e. DATE PAID (YYMMDD)				<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>		Yes	No
Yes	No						
<p>* Chargeable to all requesters after application of all waiver criteria.</p> <p>** Chargeable only to commercial requesters.</p>							

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INSTRUCTIONS FOR COMPLETING DD FORM 2086*This form is used to record costs associated with the processing of a Freedom of Information request.*

1. REQUEST NUMBER - First two digits will express Calendar Year followed by dash (-) and Component's request number, i.e., 87-001.

2. TYPE OF REQUEST - Mark the appropriate block to indicate initial request or appeal of a denial.

3. DATE COMPLETED - Enter year, month and day, i.e., 870621.

4. CLERICAL HOURS - For each applicable activity category, enter time expended to the nearest 15 minutes in the total hours column. The activity categories are:

Search - Time spent in locating from the files the requested information.

Review / Excluding - Time spent reviewing the document content and determining if the entire document must retain its classification or segments could be excised thereby permitting the remainder of the document to be declassified. In reviews for other than classification, FOI exemptions 2 through 9 should be considered.

Correspondence and Forms Preparation - Time spent in preparing the necessary correspondence and forms to answer the request.

Other Activity - Time spent in activity other than above, such as, duplicating documents, hand carrying documents to other locations, restoring files, etc.

- Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category.

5. PROFESSIONAL HOURS - For each applicable activity category, enter time expended to the nearest 15 minutes in the total hours column. The activity categories are:

Search / Review / Excluding, and Other Activity - See explanation above.

Coordination / Approval / Denial - Time spent coordinating the staff action with interested offices or agencies and obtaining the approval for the release or denial of the requested information.

- Multiply the time in the total hours column of each category by the hourly rate and enter the cost figures for each category.

6. EXECUTIVE HOURS - For each applicable activity category, enter the time expended to the nearest 15 minutes in the total hours column. The activity categories are:

Search / Review / Excluding - See explanation above.

Coordination / Approval / Denial - See explanation above.

- Multiply the time in the total hours column in each category by the hourly rate and enter the cost figures for each category.

7. COMPUTER SEARCH - Enter exact computer processing value in the total hours column. The salary scale (equating to items 4 and/or 5) for the programmer / operator executing the search will be recorded as part of the computer search cost, and entered in the appropriate block.

- Multiply the total hours by the hourly rates and enter the cost figures. Computer search will be based on direct cost of the Central Processing Unit, input/output devices, and memory capacity of the actual computer configuration used.

8. OFFICE COPY REPRODUCTION - Enter the number of pages reproduced.

- Multiply by the rate per copy and enter cost figures.

9. MICROFICHE REPRODUCTION - Enter the number of microfiche copies reproduced.

- Multiply by the rate per copy and enter cost figures.

10. PRINTED RECORDS - Enter total pages in each category. The categories are:

Forms (include any type of printed forms)

Publications (include any type of bound document, such as directives, regulations, studies, etc.)

Reports (include any type of memorandum, staff action paper, etc.)

- Multiply the total number of pages in each category by the rate per page and enter cost figures.

11. COMPUTER COPY - Enter the total number of tapes and/or printouts.

- Multiply by the actual cost per tape or printout and enter cost figures.

12. AUDIOVISUAL MATERIALS - Duplication cost is the actual cost of reproducing the material, including the wage of the person doing the work.

13. FOR FOI OFFICE USE ONLY -

Search Fees Paid - Enter total search fees paid by the requester.

Review Fees Paid - Enter total review fees paid by the requester.

Copy Fees Paid - Enter the total of copy fees paid by the requester.

Total Paid - Add search fees paid and copy fees paid. Enter total in the total paid block.

Date Paid - Enter year, month and day, i.e., 871024, the fee payment was received.

Total Collectable Costs - Add the blocks in the cost column marked with an asterisk and enter total in the total collectable cost block. Apply the appropriate waiver for the category of requester prior to inserting the final figure. Further discussion of chargeable fees is contained in Chapter VI of DoD Regulation 5400.7-R.

Total Processing Costs - Add all blocks in the cost column and enter total in the total processing cost block. The total processing cost in most cases will exceed the total collectable cost.

Total Charged - Enter the total amount that the requester was charged, taking into account the fee waiver threshold and fee waiver policy.

Fees Waived / Reduced - Indicate if the cost of processing the request was waived or reduced by placing an "X" in the "Yes" block or an "X" in the "No" block.

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212 FACSIMILE (N6)

Facsimile (fax) transmission provides rapid, reliable and, if equipped, secure communications both within OPNAV and between OPNAV and external commands as an alternative and expeditious information transfer system. The use of facsimile methodology is encouraged but it must be recognized that information transfer by fax frequently constitutes an official agency record and is subject to the same OPNAV procedures and controls as original paperwork correspondence. Official agency records include correspondence identified by a six digit OPNAV serial as assigned annually in blocks to N-codes by the OPNAV Mail and Files Branch (N09B34) and/or other correspondence containing information subject to Privacy Act/Freedom of Information Act (PA/FOIA) controls.

Guidance concerning OPNAV facsimile transmissions should not be confused with guidance concerning Electronic Records and/or Electronic Mail (E-Mail) provided in Articles 228 and 230, respectively, in this Manual.

212.1 Managing Facsimile Services

a. Facsimile is authorized for official correspondence between naval activities. This does not preclude facsimile use for information, rather than action, purposes such as memos, point papers, and working documents. Don't transmit classified information via unsecured facsimile equipment. Exercise good judgment if you must transmit sensitive data and ensure it will be protected before you transmit. Also ensure that personal information is marked "Privacy Act Sensitive" and that other information requiring protection under FOIA provisions is marked "For Official Use Only (FOUO)" in accordance with PA/FOIA guidance provided separately in Articles 211 and 227 of this Manual.

b. Facsimile of official correspondence requires the same control, release authorization and accountability as all other official correspondence. Official documents being faxed are governed by the same signature authority as officially authorized or delegated within OPNAV for correspondence or message release.

c. Correspondence sent via facsimile has the same authority as if it were the original document. Normally, the original is retained by the sending activity. The sender determines whether the correspondence is important enough to require forwarding the original document.

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212.2 Sending Formal Correspondence by Facsimile. Make sure that the OPNAV Central Mail Room (N09B34) gets a copy of all formal correspondence (documents identified by a six digit serial as previously authorized by N09B34) and other correspondence constituting an official agency record. Copies of such correspondence being sent to N09B34 must be accompanied by an Outgoing Mail Record (OPNAV 5216/4 (Rev 1-79)) annotated with appropriate instructions for mail room personnel; e.g., "Mail to all action and copy to addressees"; "Mail to indicated distribution only"; "All distribution effected directly by originator - copy provided for record purposes only;" or other specific mail or retention directions.

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213 REPRODUCTION AND PRINTING SERVICES (N09B36)

Ref: (a) OPNAVINST 5510.1H

The Printing Branch's (N09B36, Room 4C445, Pentagon, 703-697-1168/1169) primary mission is providing a printing service for all OPNAV offices on a daily basis. Printing Branch work hours are 0700-1530.

This service involves printing directives, manuals, brochures, posters, forms, charts, and various publications for Departmental, Naval Reserve, Foreign Military Sales, Joint Services (Army, Air Force, Marine Corps and Coast Guard) and NATO countries.

The Printing Branch provides additional services in procurement of composition, form and graphic design, visual aids, photography (color and black/white), liaison to Pentagon Naval Media Center Support Branch, silk screening (security pouches, binders, etc.), metal photos, microfilming, books and other printed items from the Government Printing Office Bookstore.

213.1 Responsibilities. Personnel submitting requests for reproduction and printing service are responsible for:

a. Proper preparation of material to be reproduced, insuring that it is correct as to content, format, classification; group marking, handling codes, distribution formula, and accompanied by necessary documentation.

b. Ensuring that quantity requirements are consistent with actual needs.

213.2 Procedures

a. Requests for printing must be submitted to the OPNAV Printing Branch on OPNAV Administrative Services Request (OSR) (Form OPNAV 5900/3) and must provide the following information: number of pages, number of copies requested, and the funding to cover the cost of the printing. The OSR must be approved by the N-code's Fiscal Officer.

b. Requests for printing must also be accompanied by an original and three copies of DD 844, Requisition for Local Duplicating Service (DD 283, Defense Printing Service Requisition - Short Form, may be used until supply is exhausted). DD 844 (or

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DD 283 until supply is exhausted), available from the OPNAV Printing Branch, will contain the following:

(1) Number of originals or pages submitted and number of copies required.

(2) Printing on one side or both; if on both sides, head to head, head to foot, etc.

(3) Required delivery date.

(4) Disposition of originals and completed reproduction.

(5) All documents to be reproduced must be accompanied with a running sheet (DPS 5603/1 (3-73) and DPS 5603/2 (3-73), Publications Running Sheets--DPS). These forms are available in Room 4C445, OPNAV Printing Branch.

c. If the request is for reproduction of classified material, procedures contained in reference (a) will be followed. Upon completion of printing, the requester will be responsible for accepting and controlling all classified material.

213.3 Time Frame for Publication: Completion

a. N09B36 places all printing related requisitions into categories as follows:

A - Hand carry (Flyer) -- Requesting office and N09B36 agree warrants completion within 5 work days.

B - Priority -- Requesting office and N09B36 agree warrants completion within 5-9 work days.

C - Flexible (Routine) -- All routine work assigned 10 or more work days or any job that indicates no state of urgency.

b. N09B36 will make a concerted effort to complete all jobs on time regardless of category. However, it is strongly encouraged that discretion be used when requesting time frames that fall into categories A and B above. Printing requests with such extremely short deadlines seriously affect scheduling and undermine the efforts of the Defense Printing Service and the Reprographic Facility.

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213.4 Self-Service. Reprographic Shop is located in Room 4C441, Pentagon.

- a. Work hours - 0700-1530.
- b. Type of Services Available - walk-in for copying is limited to reproduction of 1 to 15 copies from the original or a maximum of 500 total sheets. The Kodak Extra Print 235 machine is capable of reducing original art as much as 64 percent and collating. Maximum size paper is 8 1/2"x 14".
- c. Reproduction projects for more than the allowable number of copies will be requested according to the procedures contained in paragraph 213.2.

213.5 Restrictions

- a. Reproducing copyright material in whole or in part must be supported by written permission from the owner.
- b. Reproduction of Government Securities, immigration and naturalization papers, passports, badges, identification cards, etc., is forbidden by statute.
- c. OPNAV personnel must have written permission from the originator of any "TOP SECRET" or "SECRET" material before N09B36 may reproduce copies.

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214 SPACE ACQUISITION, UTILIZATION AND MAINTENANCE (N09B32)

Ref: (a) DODINST 5305.3 of 23 May 66 (NOTAL)

The Supply and Space Control Branch (N09B32), Room 5E577, Pentagon, 703-695-0555/3296/3297, is responsible for the acquisition, utilization, alteration, and maintenance of OPNAV spaces and scheduling of conference rooms. It is also the OPNAV point of contact with the Defense Telephone Service (DTS); the Pentagon Building Manager; and the Director of Federal Facilities for the Washington Headquarters Service in the Office of the Secretary of Defense.

214.1 Assignment of Space. Reference (a) prescribes space occupancy standards for DOD activities within the National Capital Region.

214.2 Space Reports. In view of the OPNAV space shortage and the continuing need for additional space, N09B3 will review OPNAV space utilization whenever there is a requirement for additional space or when a review is required by higher authority. The N-code will be required to complete DD 1450, DOD Space Requirements Data Part I; and DD 1450-1, DOD Space Requirements Data Part II. Assistance in preparing these forms is available from the Space Control Section of N09B32 at 703-695-0555.

214.3 Construction and Alteration of Space. Construction of walls, partitions, painting, electrical work, sheet metal work, repair of walls, ceiling, doors, etc., and general remodeling of offices are performed by DOD on a reimbursable basis through N09B32. Requests for such work should be submitted to N09B32 by memorandum and should include the following information:

a. Complete statement of required work along with a drawing or sketch.

b. Location of space to be altered including all room numbers.

c. Justification for work, signed by the head of the organization.

d. Name, telephone number, and room number of point of contact for further information.

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If work involves spaces with special security systems or requirements, those requests should be sent to N09B32 via N09B31, OPNAV Security Branch.

214.4 Space Maintenance. Space maintenance problems should be reported to N09B32 who will coordinate with DOD and the Pentagon Building Manager. Space maintenance covers certain common building services provided by DOD as follows:

- a. Trash removal
- b. Plumbing and electrical problems
- c. Custodial services
- d. Heating and air conditioning problems

214.5 Conference Rooms

- a. OPNAV Conference Room, 4E442

(1) May be scheduled by contacting N09B32, 695-0555. Requests should be made as far in advance of the desired day and time as possible.

(2) Dates and hours should be strictly observed and may be changed only by prior arrangement with N09B32. If a scheduled meeting is cancelled, notify N09B32 immediately so the room may be made available to other users.

(3) Requests for major rearrangement of the conference room furnishings should be submitted to N09B32 as far in advance of the scheduled meeting as possible.

(4) Scheduled arrangements are subject to cancellation based on a higher priority requirement. However, every effort will be made to obtain alternate conference room space for the office involved.

(5) Personnel are responsible for complying with security regulations. Violations reported in connection with the use of 4E442 will be referred to the OPNAV Security Officer (N09B31) for appropriate action.

(6) Key to 4E442 is available for pickup in Room 5E507 and must be returned immediately after use. Each user will be required to sign in and sign out for the 4E442 key.

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b. The Pentagon Auditorium, Room 5A1070, may be scheduled by calling 703-697-8087 during duty hours. Since the auditorium is for use by all Pentagon Building occupants, its use is in heavy demand, with some events being scheduled years in advance.

c. OPNAV Training Room, 4D459. Priority usage is for continuous OPNAV mandatory training (e.g., indoctrination, Action Officer, Requirements Officer, Total Quality Leadership, Equal Opportunity, etc.). When not required for the mandatory training sessions or other priority requirements, the room may be utilized by other OPNAV personnel. Room capacity is about 40-50. Contact N09B21 at 703-695-4418 for schedule availability. The key may be picked up and signed for in 4D435. Rearranging the room setup is limited due to space and furniture style and is not usually encouraged.

d. A listing of other conference rooms located throughout the Pentagon is available for pickup in Room 5E577.

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215 CNO REPORTS AND FORMS MANAGEMENT PROGRAM (N6)

Ref: (a) SECNAVINST 5214.2B
(b) SECNAVINST 5213.10D

215.1 General information and responsibility. CNO reports and forms management is assigned to the Commander, Naval Computer and Telecommunications Command (COMNAVCOMTELCOM), Navy Directives, Postal and Records Management Division (N15), Building 166, 3rd Floor, Washington Navy Yard, 901 M Street, SE, Washington, DC 20374-5071. Questions may be directed to 202-433-2835.

215.2 Governing Directives

a. Reference (a), Department of the Navy (DON) Information Requirements (Reports) Management Program, contains the policy and procedures for reports management.

b. Reference (b), Department of the Navy (DON) Forms Management Program, contains the policy and procedures for forms management.

215.3 Approval Requirements

a. The CNO reports and forms managers in COMNAVCOMTELCOM (N15) will review and approve any action to establish, revise or cancel a reporting requirement, or create, revise, or cancel a form.

b. OPNAV action officers are encouraged to contact the CNO reports and forms managers early in their planning process. These discussions will help avoid the potential duplication of existing forms or reports, and will also validate the information proposed for the form.

c. A proposed checklist, helpful when creating or revising a form, is provided in reference (b).

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216 STANDARDS OF CONDUCT (N09BL)

Ref: (a) 5 CFR Part 2635 (Office of Government Ethics regulation)
(b) DOD Directive 5500.7 of 30 Aug 93 (Standards of Conduct)
(NOTAL)
(c) SECNAVINST 1650.1F (Awards Manual)

All military and civilian personnel are required to comply with regulations governing standards of conduct and government ethics contained in references (a) and (b).

216.1 Invitations, Free Offers or Gifts From Outside Sources.

Invitations, free offers or gifts from outside sources may not be accepted unless acceptance complies with the standards of conduct rules or the gift may be accepted under a separate regulation (i.e., foreign gifts or gifts of travel to attend a meeting or similar function). Following is an outline of the gift rules, a checklist to determine what to do if you receive an invitation to attend a function, and a request/report form for gifts of travel. In all cases, questions and forms should be addressed to the Assistant for Legal and Legislative Matters (N09BL) in room 4E629, 703-695-3480/697-0340.

a. Foreign awards, gifts, and non-U.S. Service Decorations to U.S. personnel from foreign governments

- (1) Process in accordance with reference (c).
- (2) May be accepted if valued **under \$200** and reported on Standard Form (SF) 278 (Public Financial Disclosure Report).
- (3) If worth **more than \$200**, turn over to Awards/Special Projects Branch (N09B33) 703-695-4123.

b. Gifts of travel, lodging and related expenses to attend meetings or similar functions

- (1) Invitation to attend a meeting or similar function outside local area which includes free travel, lodging or expenses.
- (2) Complete Acceptance Request Form at Tab A and return to N09BL, Room 4E629, Pentagon.
- (3) Accepted by the Assistant Vice Chief of Naval Operations (AVCNO) (N09B) via N09BL.

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(4) Spouse may attend in certain circumstances.

(5) Payment in kind is preferable (i.e., organization pays for hotel and buys airline tickets and meals). If the organization insists on cash reimbursement, it must pay directly to Department of the Navy and traveler must submit standard travel claim.

(6) Traveler may not accept cash or check payment or reimbursement from the organization.

c. Other gifts from outside sources

(1) General Rule: Cannot solicit or accept a gift:

(a) From a **prohibited source** (defense contractors, those seeking to do business with the government or whose interests may be substantially affected by the employee or DOD, or organizations where a majority of members are defense contractors, etc.); or

(b) **Given because of the employee's official position**, unless an exception is available.

(2) Gifts include any gratuity, favor, discount, entertainment, hospitality, loan, or **anything with monetary value**.

(3) Gifts do not include: coffee/donuts; greeting cards, plaques, trophies, etc; benefits and discounts available to all military or public in general; rewards and prizes for contests or events open to public unless entry in the contest is **required** as part of the employee's official duties; items paid for by government or under government contract; or gifts to the Navy (i.e., gifts of travel).

(4) Exceptions: An employee may accept the following gifts:

(a) Gifts worth \$20.00 or less. Can accept gifts worth \$20.00 or less, up to \$50.00/year from any one source (e.g., lunch, dinner and small gifts if under \$20.00. Note: you cannot pay the difference if lunch is more than \$20.00; you must pay entire amount). You must keep track of gifts accepted under this exception from each source.

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(b) Speaker or panel participant. Gifts given in conjunction with assignment as a speaker or panel participant to a conference or similar event. **Gifts include** free attendance for the day of participation, food, entertainment, educational material, conference fees (does not include travel expenses, lodging, entertainment collateral to event, or meals taken outside a group setting with all other attendees).

(c) Widely attended gathering. Gifts of free attendance (or as defined above) to attend a widely attended gathering of mutual interest to a number of parties.

1. Must have (written or oral) determination by ethics counselor (N09BL) that attendance is in the Navy's interest. Must determine that event is open to members throughout a given industry or attendees represent a range of persons interested in a given matter.

2. If sponsor of event or majority of participants are **prohibited source(s)**, then you must get a written finding by ethics counselor (N09BL) that reasons for employee's attendance outweighs appearance of improper influence.

(d) Events sponsored by State or Local Governments or Tax Exempt Civic Organizations. An employee may accept a sponsor's unsolicited gift of free attendance by employee and spouse (includes conference fees, incidental meals, and entertainment) at an event sponsored by a state/local government or tax exempt civic organization when:

1. The agency designee (supervisor or ethics counselor) determines the community relations interests of the Navy will be served by the employee's (and spouse's) attendance;

2. The sponsor of the event is providing a gift of attendance.

(e) Other permissible gifts:

1. Gifts based on a personal relationship;
2. Discounts and similar benefits;
3. Awards and honorary degrees;
4. Gifts based on outside business or employee relationships;

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5. Gifts from a political organization;
6. Social invitation from persons other than prohibited sources;
7. Meals, refreshments and entertainment in foreign areas;
8. Gifts authorized by Navy instructions or other statutory authority.

d. Prohibited gifts may be purchased or returned to donor.

e. If you are offered a gift from an outside source, call the Assistant for Legal and Legislative Matters (N09BL), at 703-695-3480/697-0340 for assistance.

f. **Use Checklist at Tab B to determine proper course if you receive an invitation to attend a function.**

216.2 Dissemination of Standards of Conduct Information. OPNAV Principal Officials are tasked with ensuring that the contents of reference (b) are disseminated to all personnel within their organizations at least semiannually, and that personnel are complying with all aspects of the standards of conduct. Particular emphasis is to be placed on the prohibition on acceptance of favors and gratuities and possible conflicts of interest arising from negotiating or arranging prospective employment with defense contractors.

216.3 Submission of Financial Disclosure Reports. All flag officers and Senior Executive Service personnel, and others in equivalent paygrades, are required to file SF 278, Public Financial Disclosure Report annually, upon entry to an executive position, and upon termination of employment. Personnel in pay grades at or below O-6, GS-15, or comparable pay rates, whose official actions may have a significant economic impact outside the government, are required to file SF 450, Confidential Financial Disclosure Report each year and upon entry to a position required to file an SF 450. All SF 278 reports, except those of certain intelligence officials designated by the President, are available for public inspection. SF 278s and SF 450s should be forwarded to the Assistant for Legal and Legislative Matters (N09BL) for an ethics counselor review. After review by N09BL, SF 278s of flag officers and civilians are forwarded to the Judge Advocate General and Assistant General Counsel (Ethics),

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respectively, where they are retained for 6 years. SF 450s are retained by N09BL for 6 years.

a. Flag Officers and Senior Executive Service Personnel. Flag officers and civilian executive personnel, and equivalent pay grades, are required to complete and submit an SF 278 annually no later than 1 May. **A copy of the official position description must be attached to each report.** The Office of the Judge Advocate General and the Assistant General Counsel (Ethics) mail the SF 278 forms directly to the officer or civilian employee involved. Instructions for completing the forms are contained on the form. A fine of \$200 may be assessed for late submissions.

b. Other Personnel Required to File Financial Disclosure Reports. OPNAV Principal Officials are required to identify those billets and positions within their organization for which the filing of an SF 450 is required and to advise the incumbent in writing, prior to 30 September, of the requirement to file the report each year. Employees required to file an SF 450 should submit the completed form annually prior to 31 October. **A copy of the official position description must be attached to each report.** The SF 450 form is available from OPNAV Supply.

c. Review and Forwarding of Financial Disclosure Reports. Supervisors of officers and employees required to file a financial disclosure report are required to ensure that the reports are filed, reviewed as necessary, and forwarded on time. A copy of the officer or employee's official position description must be attached to each report. In the case of SF 450 reports only, supervisors are required to evaluate the reports following the instructions contained in reference (b) to determine whether any conflicts or potential conflicts of interest are disclosed. In the case of SF 278 reports, no action is required by the supervisor unless the ethics counselor (N09BL) determines that a conflict of interest may exist, in which case the report will be returned to the supervisor for appropriate action.

**** Use this form to request acceptance of gifts of travel, lodging, and expenses to attend a meeting or similar function outside the local area in an official capacity. Gifts must be accepted before travel occurs. Submit form to the Assistant for Legal and Legislative Matters (N09BL) in 4E629 (695-3480).**

- (Note: Traveler may not accept cash payment directly from donor. Cash (non-in kind) gifts must be made payable to Department of the Navy, not traveling individual, and

traveler must request reimbursement through normal government travel claim procedures.)

11. Other Facts/Information (may attach invitation or other pertinent information):
12. Point of Contact/phone number:

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CHECKLIST

INVITATION TO ATTEND FUNCTION

1. Does the invitation offer free travel, lodging or expenses?
 - If yes, process as a gift to the Navy via N09BL.
 - If no, go to paragraph 2 below.
2. Does the invitation come from a prohibited source (DOD contractor or an association with greater than 50 percent DOD contractor membership)?
 - If yes, go to paragraph 4.
 - If no, go to paragraph 3.
3. Is the invitation offered because of your official position?
 - If yes, go to paragraph 4.
 - If no, no ethics issue.
4. Does the invitation include free admission, food, or entertainment, etc?
 - If yes go to paragraph 5.
 - If no, no ethics issue.
5. Is the food coffee or donuts?
 - If only coffee and donuts, no ethics issue.
 - If food more elaborate, go to paragraph 6.
6. Is the admission, food or other gift worth less than \$20.00?
 - If yes, you may accept. Make a memorandum for the record and track on a yearly basis (no more than \$50.00 a year can be accepted from any one source).
 - If no, go to paragraph 7.
7. Will the Admiral or Navy employee be a speaker or panel participant?
 - If yes, you may accept the admission, food or entertainment for the day of participation as speaker or panelist.
 - If no, go to paragraph 8.

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8. Is it a widely attended gathering of mutual interest to a number of parties?

-If yes, get determination by N09BL (ethics counselor) whether attendance at the function is in Navy's interest and possibly whether attendance outweighs appearance of improper influence.

-If no, there are problems with accepting a free gift. Recommend you contact N09BL.

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**217 SUPPLIES, FURNITURE, EQUIPMENT AND CONTRACTUAL SERVICES
(N09B32)**

Ref: (a) OPNAVINST 5900.2C (NOTAL)
(b) SECNAVINST 10467.1 (NOTAL)

This article outlines the responsibilities of OPNAV Supply and Equipment Coordinators; describes procedures for ordering supplies, equipment, furniture; requesting office moves or equipment repairs; and other contractual services. The Supply Section, N09B32C, serves as the OPNAV focal point for this subject area and may be reached at 703-697-3298/8106/695-2526.

217.1 Supply and Equipment Coordinators

a. Each OPNAV Principal Official (OPO) will appoint Supply and Equipment Coordinator(s) and alternate(s). Ideally, these personnel should be in a management-level or supervisory position which allows them to meet the responsibilities in subparagraph b below. A Signature Card (DD 577) for each appointee will be submitted to N09B32. The approving official signature must be at least division director level.

b. Each Supply and Equipment Coordinator is responsible for:

(1) Determining the need for and approving requests for all supplies, furniture, equipment and other support services. This also includes rejecting any request they feel is unreasonable, unnecessary, excessive in quantity, or does not contain proper justification.

(2) Assuming custodial responsibility for equipment and property issued to their account, and by performing duties outlined in Article 219.2b(1) through (8) regarding OPNAV property.

(3) Signing for, safeguarding, and monitoring the use of all serialized OPNAV Supply Passes, OPNAV 5000/29 (12-92), issued to them.

(4) Issuing and accounting for serialized Metro-rail fare cards issued to them. The following must be adhered to:

(a) Metro-rail fare cards are not to be used for travel to points served by DOD or Service buses.

(b) Metro-rail fare cards will be issued in serialized blocks not to exceed 50.

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(c) A log will be established and maintained by each responsible Supply and Equipment Coordinator for each Metro-rail fare card issued showing the card number, date issued, destination, value of card when issued, date returned, value when returned, and signature of traveler.

(d) To obtain additional blocks of Metro-rail fare cards, the responsible OPNAV Supply and Equipment Coordinator must present his/her accountability log and all unused/partially used fare cards to N09B32. Failure to maintain proper accountability will result in no further fare cards being issued. Coordinators are reminded that these fare cards must be safeguarded and accounted for as if they were cash.

217.2 Self-Service Supply Room. Expendable office supplies are available from the Self-Service Supply Room, 5E588, 703-697-0289. Hours of operation are 0800-1630 Monday through Friday except holidays. Only personnel with a valid OPNAV Supply Pass, OPNAV 5000/29, may use the Self-Service Supply Room. Passes are not to be used by or passed onto any person outside the organization they are assigned to. Any pass found to be misused will be confiscated from the shopper and returned to the responsible Supply and Equipment Coordinator.

217.3 Procedures for Preparing and Submitting an OPNAV Administrative Services Request (OSR), Form OPNAV 5900/3

N09B3 has the sole authority to execute procurement requests for supplies, services and equipment for OPNAV. No OPNAV personnel may commit the government to any contractor or vendor for delivery of any supplies, equipment or services. Such unauthorized commitments could result in personal liability for services.

To request supplies, equipment or services, submit an OSR to N09B32C. Each OSR will be signed by an official with sufficient seniority to request the supplies, equipment or services, and will be endorsed by the Supply and Equipment Coordinator and the appropriate Fiscal Officer. All OSRs will be time stamped and approved by the Supply and Space Control Branch Head, N09B32, or the Supply Section Head, N09B32C, Room 5E577, before being processed. Any OSR rejected for any reason will be returned to the Supply and Equipment Coordinator.

a. **Description.** Enter a complete description of supplies or services requested including a possible procurement source.

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b. Supplies or Equipment. Each line item will be a complete stand alone description including but not limited to:

- (1) Common identification of item;
- (2) Part Number, Stock Number, etc.;
- (3) Model Number;
- (4) Electrical Data, if any;
- (5) Dimensions, size, color, or capacity;
- (6) Equipment with which the item is to be used; and
- (7) Other pertinent information (e.g., product literature, catalog page number, etc.)

NOTE: If a complete specification of the desired item is not known, the minimum acceptable purchase description is the item identification by use of the brand name followed by the words "or equal."

c. Services. Purchase descriptions of services should outline, to the greatest degree practicable, the specific services the contractor is expected to perform.

NOTE: Overly Restrictive Criteria. Care should be taken to avoid establishing criteria so restrictive that it inhibits any possibility of full and open competition.

d. Source. Provide a valid procurement source, if available. Include company name, full address, telephone number and point of contact.

e. Statement of Purpose. For each item or service, enter a complete statement of purpose addressing the prospective use of the material or services and how it is related to the mission of the office.

217.4 Status of Action on Requests

a. Questions regarding action on OSRs for supplies, equipment or services should be directed to the Supply Section, N09B32C, 703-697-3298/8106. Providing the N-code, date, requisition number of OSR, and items requested will expedite the response.

b. Requesting offices are NOT authorized to contact suppliers directly to inquire about procurement action or delivery dates.

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217.5 Repairs to Office Equipment

a. Request for repairs to office equipment, typewriters, automatic data processing (ADP) equipment, etc., should be directed to the Plant and Minor Property Section, N09B32E, at 703-695-1932. The make, model, serial number and problem with the equipment must be provided when placing a repair call.

b. Request for repairs to rented or leased equipment should be made directly to the appropriate vendor. All requests for repair of equipment owned by OPNAV, NOT rented or leased, should be made to N09B32E unless otherwise directed. Any calls placed directly to the vendor for repair of OPNAV-owned equipment without permission from N09B32 would be considered an unauthorized commitment and could result in personal liability for payment for repairs.

217.6 Controlled Items. The following is a partial list of items that require a written justification when requested:

Batteries	Dispatch cases
Briefcases	Film, Polaroid
Carafe Sets	Flags
Cleaning Supplies	Navy Seals
Desk Pen Sets	Rogets International Thesaurus
(Sheaffer)	Tapes, recording
Diskettes	Tapes, cassettes (audio/video)

NOTE: Briefcases are to remain the property of OPNAV. Combination type briefcases are restricted to flag officers and civilian equivalents.

217.7 Books. OPNAV requirements for books from commercial sources should be requested by OSR to N09B32C, and endorsed by the Supply and Equipment Coordinator and the appropriate Fiscal Officer. OSR will contain a justification for each book along with certification stating the books are required to perform the official duties of the requesting office. Only one copy of a book will be purchased per office unless appropriate justification can be provided to show why more than one copy is needed. All books remain the property of OPNAV and are not to be removed when personnel leave.

A computer printout of books purchased for various OPNAV offices is maintained in the Supply Section. Book locations will be provided to any office needing to borrow one.

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217.8 Newspapers and Magazines. Subscriptions to newspapers, periodicals, and magazines will be provided as outlined in reference (a). A single subscription for one newspaper published Monday through Friday is authorized for officials of three-star or four-star rank or civilian equivalent. All requests for magazine or newspaper subscriptions must contain written justification and be signed by division director level and approved by N09B.

217.9 Pens and Pen Sets. Pen sets (single) are authorized for flag officers, civilian equivalents, division directors, and above. Approved pen sets are available through the Defense Supply System and may be requisitioned via an OSR.

217.10 Desk Glass. Full size desk glass is authorized for issuance to flag officers, civilian equivalents, division directors and above. Accurate desk top dimensions are required on the OSR. If corners are not square, an actual tracing of the desk top is required.

217.11 Desk Lamps. Desk lamps are not authorized for personnel located in DOD-controlled buildings except for drafting, graphic arts and electronic data processing (EDP) personnel in areas where the Building Manager recommends additional lighting. Prior to requesting lamps, a Building Manager Lighting Survey should be requested through N09B32D.

217.12 Office Equipment (also see Article 219). Office equipment located in OPNAV is for the use of all OPNAV offices. Before requesting new equipment, ensure that similar equipment is not already available for use in the area. N09B32E is available to assist in locating equipment needed on a temporary basis. Arrangements may be made between the Supply and Equipment Coordinators and N09B32E for the loan of equipment between OPNAV offices.

a. Requests to procure office equipment, such as typewriters, calculators, etc., must be endorsed by the Supply and Equipment Coordinator and the appropriate Fiscal Officer.

b. Any request for new equipment must have complete justification. Additional justification is required when specifying a particular name brand or feature, such as correcting typewriters, programmable calculators, etc.

c. Serialized OPNAV-owned equipment will be issued to Supply and Equipment Coordinators who are responsible for safeguarding

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the equipment and who must sign an Equipment Custody Listing. **Specific information regarding custody of equipment is found in Article 219.**

d. Requests for ADP equipment and software will be submitted by memorandum with complete justification to the OPNAV Services and Security Division, N09B3, via the Head, Resource Management Branch, N09B23, Room 4D386.

e. Typewriters are issued for use in established positions where the job description or military occupational specialty requires the incumbent to type. However, a small number of reconditioned typewriters are maintained and available for temporary use by other personnel. Requests for typewriters must include complete justification. If a typewriter is being replaced, the make, model, serial number, and serviceability on the typewriter being turned in must be provided.

f. Reproduction (copier) requirements will be submitted by memorandum with complete justification to the Supply Section, N09B32C, along with the completed NAVPUB 5600/14, Copying Equipment Request. Copier equipment will not be provided to any office for convenience if a copier is available within close proximity.

217.13 Office Furniture

a. Reference (b) establishes general direction for the use of executive and standard office furnishings. Requests for furniture must be per the instruction or contain a justification fully explaining why an exception should be granted. Requests for exceptions must be approved by N09B3. Requests for executive furnishings must include the authorized individual's name, rank or grade, organizational title and room number. All OSRs will be endorsed by the Supply and Equipment Coordinator and the appropriate Fiscal Officer.

b. Upkeep or replacement of executive furnishings will be provided for authorized personnel only.

c. Modular furniture must be procured through the Defense Supply Service Washington (DSSW) stock fund unless justification is provided showing that this furniture will not meet specific needs. Offices requesting modular furniture must submit a layout drawing showing the placement of modular furniture in the office along with an explanation of the full scope of work required and justification. Illustrations showing sample DSSW modular work

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stations may be viewed in the OPNAV Supply Section, N09B32C, 703-697-3298. In designing modular furniture layout, consideration must be given to electrical requirements. Guidance on electrical requirements can be obtained from the OPNAV Space Section, N09B32D, 703-695-0555.

d. Requests for special items of office furnishings (both modular and executive) that are not available through DSSW must be justified and approval obtained from N09B3.

e. Useable excess office furnishings are subject to redistribution to satisfy work requests in order to harmonize office decor, improve use, or meet priority requirements.

217.14 Safes

a. Two-drawer safes are restricted to flag officers and civilian equivalents. Five-drawer safes will be issued only after obtaining approval from the Head, Security Branch, N09B31. Approval must also be obtained from N09B31 when relocating safes from one room to another. The CNOF number must be provided on the OSR.

b. An OSR must be submitted via the Head, Security Branch, N09B31, when turning in excess safes. All safes will be inspected and verified that all contents are emptied and the combination is clear. Any OSR received without clearance will be returned to the Supply and Equipment Coordinator.

c. Lock-bar file cabinets presently in use are not to be used for classified storage and are no longer available from the Supply Branch.

217.15 Carpeting and Draperies

a. Carpeting and draperies are authorized for flag officers, civilian equivalents, division directors and above that require private offices. Requests must include the authorized individual's name, rank or grade, organizational title and room number. Carpet may be replaced at 5-to-7-year intervals depending on wear and tear of existing carpet. Carpet less than 5 years old will not be replaced. Standard carpeting available through DSSW will be used to fill requests. Three-star admirals and above are entitled to upgraded carpet as long as the cost does not exceed \$13.00 per square yard. Justification must also be provided for replacement of existing carpeting and draperies.

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b. Shampooing will be provided for authorized carpeting only. Requests should be submitted at least 10 working days prior to date work is to be performed, and should include size of carpeting to be shampooed, room number, name of individual authorized to have carpeting, grade or rank, and organizational title. Carpeting should be shampooed about once a year under normal conditions and every 6 months in areas of heavy traffic. Requests for drapery cleaning must include the number of windows.

c. Requests for procuring carpets or draperies, shampooing carpets, or cleaning draperies will be submitted to N09B32 via an OSR, endorsed by the Supply and Equipment Coordinator and responsible Fiscal Officer.

217.16 Office Moves. Scheduling of office moves and relocations will be requested via an OSR with the Supply and Space Control Branch, N09B32. A floor plan should be included with the OSR showing where the furnishings should be placed in the new office. Only those items identified in the OSR will be moved.

217.17 Excess Items. Supply items determined to be excess to office requirements should be returned to the Supply Section, N09B32C, 5E588. An OSR should be submitted requesting that large or heavy items be removed. All equipment items to be removed must include the make, model, serial number and serviceability of the equipment, and certification that there is not classified information contained on ADP equipment. All print wheels, ribbons, etc. should be turned in to the Self-Service Supply Room in room 5E588. No equipment will be picked up or accepted for turn-in without the approval of the Supply and Equipment Coordinator. All equipment that is identified as property of another organization must be returned to that organization, not to N09B32. **ITEMS MUST NOT BE PLACED IN CORRIDORS.** Prior to submission of excess equipment requests, check with other offices within your organization to see if the item can be used elsewhere.

217.18 Property Passes

a. Personnel desiring to remove CNO-owned equipment, e.g., personal computers, typewriters, for use outside the Pentagon building, shall submit a written memorandum with justification to N09B3, indicating make, model, and serial numbers of the equipment to be removed, reason for temporary removal, where it will be used, and estimated date of return. The memorandum, addressed to N09B3, is to be signed and certified by the division director of the organization. N09B32 will verify to N09B3 that such items

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are government-owned and that removal from the Pentagon building is in the best interest of the Navy.

b. Equipment authorized for removal must be accompanied by a Property Pass (OF 7) which will be obtained from Supply Section, N09B32C, Room 5E577 during normal working hours (0800-1630). After working hours, passes should be obtained from the Security Branch, N09B31.

218 TELEPHONE SERVICE (N09B32)

Ref: (a) 5 CFR Part 1001, Section 735-209

This article provides policy and procedures for the request and authorization of telephone and directory service, including service available for OPNAV key personnel.

218.1 Department of Defense Telecommunications Service

a. The Department of Defense telephone system is the responsibility of the Defense Telecommunications Service - Washington (DTS-W). The authorized contact for OPNAV with DTS-W is the OPNAV Telephone Service Control Officer (TSCO), Supply and Space Control Branch (N09B32), Room 5E577, Pentagon, 703-697-3296/7.

b. Requests for communications services must be approved by the N-code's Supply and Equipment Coordinator before being forwarded to N09B32/TSCO for cost estimate. TSCO will provide an estimated cost and forward to N-code's Fiscal Officer for signature. Requests will then be returned to N09B32/TSCO for processing.

c. Telecommunications Services. Refers to all leased and purchased communications facilities and equipment, such as stationary and cellular telephones, pagers, routine dial access to the Defense Switched Network (DSN, formerly Automatic Voice Network (AUTOVON)) data communications equipment (such as channels, telephone data sets, digital service units, etc.), data transmission facilities and networks, and switched and non-switched services. Definitions of services provided:

(1) Restricted Line. A telephone instrument with facilities only for direct government code dialing.

(2) Unrestricted Line. A telephone instrument for government code dialing, long distance calls, and calls to outside exchanges.

d. Personal Telephone Calls. Telephones are not to be used by employees for personal messages except in case of emergency. Use pay stations located in convenient places in the building. Managers are expected to cooperate in securing strict observance of this instruction and each person having a telephone on his or her desk is responsible for its proper use.

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e. Long Distance, DSN/AUTOVON and Telefax Calls. All telecommunications services shall be used only for official business (except in cases of emergency) per reference (a). OPNAV receives a monthly printout (reflecting a random selection of OPNAV telephone lines) of all calls dialed, both local and long distance. N09B32/TSCO will distribute these reports to N-codes for verification that the calls made were for official business. N-codes will maintain a register/log of all long distance calls made from each telephone number assigned to their division. This register/log will be used by the N-codes for call verification. When unauthorized use of the system is detected, the N-code will investigate to identify the caller involved. Collection and appropriate disciplinary action shall be taken against the offender(s). Payment will be made in the form of personal check made payable to TREASURER OF THE UNITED STATES and forwarded to N09B32 for processing through U.S. Navy Finance.

f. Third Party/Number Calls. Refers to long distance calls placed from outside the office where the operator is asked to bill the call to a government line and collect calls to an unauthorized government line. A restriction has been placed on all government lines by Department of Defense blocking these types of calls.

g. Installation Policy

(1) All requests for changes to telephone service must be submitted on OPNAV 5900/3, OPNAV Administrative Services Request (OSR) and requires written justification from the requestor. The number of DSN/AUTOVON lines in any one location must be kept at a minimum of 40 percent of the total lines. Written justification for exceptions shall be considered by the Director, DTS-W, on a case-by-case basis.

(2) Private line circuits, automatic signaling circuits, point-to-point data circuits, answering machines, independent speaker phones, and the like are considered convenience items. Requests for the installation of these services must be accompanied by justification and must be approved by DTS-W.

h. STU-II/III "Secure" Telephones. All STU telephones will be issued and accounted for by the OPNAV STU Coordinator (N653). N09B32/TSCO will coordinate the installation of the required cabling as requested. Any and all repairs of STU equipment will be coordinated through the OPNAV STU Coordinator.

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i. Cellular Telephones. All cellular telephone requests will be submitted on OPNAV 5900/3, OPNAV Administrative Services Request (OSR) with specific requirements and strong justification attached. The OSR must be submitted to the Assistant Vice Chief of Naval Operations (N09B) for approval prior to processing by N09B32.

218.2 DOD Telephone Directory

a. The Department of Defense Telephone Directory contains an Alphabetical Directory and an Organizational Index and is published triennially. The authorized OPNAV contact for DOD Telephone changes is the TSCO, Supply and Space Control Branch (N09B32), room 5E577, Pentagon, 703-697-3296/7.

b. OPNAV offices should update the Directory as changes occur by submitting a DD 218, Telephone Directory Alphabetical Section Change Order and DD 218-1, Telephone Directory Classified Section Change Order to N09B32 via the requesting office's Supply and Equipment Coordinator. Instructions for the completion of these forms are on the back of each form.

218.3 Emergency Telephone Service for Official and Residential Telephones. Emergency telephone service for official and residential telephones of OPNAV key personnel is provided as follows:

a. Official Telephones. The DTS-W, in cooperation with other federal agencies, maintains the capability of providing telephone service from limited, preselected key official telephones whenever its capacity to handle internal traffic is exceeded. This is made possible through the use of a separate Line-Load Control equipment system. To ensure uninterrupted telephone service for designated key personnel during any emergency condition, DTS-W will activate Line-Load Control equipment at its discretion.

b. Residential Telephones. The Protected Service for residential telephones of key personnel is similar to Line-Load Control for official telephones, with the exception that this service is provided by the Chesapeake and Potomac Telephone Company. When the Protected Service is activated, continued service will be maintained for designated residential telephones, provided these telephones are not operated through a private switchboard.

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c. Service during emergency conditions will be limited to the capacity of the Line-Load equipment. Therefore, careful utilization of this service is most important. Whenever practicable, key personnel sharing the same office and/or telephone number should designate one number only for Line-Load Control. Under emergency conditions, only those telephones on the Line-Load Control system may be used to dial outside the immediate office. All other telephones may receive incoming calls. All "key" telephones must be of the "Unrestricted" type defined above.

d. N09B maintains an up-to-date Line-Load Control key personnel listing as designated by OPNAV Principal Officials. Changes to the Line-Load Control Report of key personnel should be submitted as they occur to the TSCO, Supply and Space Control Branch (N09B32), room 5E577, Pentagon, 703-697-3296/7. N09B will request OPNAV Principal Officials to review and update the personnel listing on a semiannual basis.

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219 PROPERTY MANAGEMENT (N09B32E)

Ref: (a) NAVCOMPT Manual (NOTAL)
(b) OPNAVINST 5530.14B
(c) SECNAVINST 5500.4G

This article outlines the responsibilities of officials in administering the OPNAV Property Management Program, and the identification and accountability of equipment owned and used by OPNAV.

219.1 Definitions

a. Class 3 Plant Property: Equipment that is Navy-owned personal property of a capital nature having an acquisition cost of \$5,000 or more, a normal useful life of two years or more, and will not be consumed in the performance of its function. Examples are word processing equipment, automatic data processing equipment, photocopying equipment, etc.

b. Minor Property: Equipment that is Navy-owned personal property acquired for immediate use and having a unit cost of less than \$5,000. At a minimum, all furniture, fixtures, office equipment or security file safes costing \$300 to less than \$5,000, and all equipment that is classified pilferable (items which can be easily converted to personal use) or sensitive will be monitored through an automated Minor Property Management System.

219.2 Responsibilities

a. N09B32E is the OPNAV Property Manager for both Class 3 Plant and Minor Property, and is specifically responsible for:

(1) Maintaining the Equipment Custody Listing, the Reconciliation of Plant Account (NAVCOMPT 167) and other related documentation and listings required by reference (a) for Class 3 Plant Property.

(2) Preparing a separate Equipment Custody Listing for all newly acquired Class 3 Plant Property and forwarding it to the responsible Supply and Equipment Coordinator for signature. (Individual property records will not be prepared for accessory or auxiliary items that are attached to or are considered a part of a plant property item. The existence of the accessory or auxiliary items will be annotated on the respective property record.)

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(3) Serving as point of contact with Defense Finance and Accounting Service (DFAS) for Class 3 Plant Property and providing copies of all Equipment Custody Listings to them. Promptly advising them of any acquisitions, dispositions, transfers, and corrections to the quarterly Reconciliation of Plant Account (NAVCOMPT 167).

(4) Providing an identification or registration number for each item of Class 3 Plant property to the responsible Supply and Equipment Coordinator to affix to each item per Volume 3, Chapter 6, paragraph 204 of reference (a), and entering the numbers on property records.

(5) Accomplishing a physical inventory of Class 3 Plant Property at least once every 3 years per Volume 3, Chapter 6, paragraph 204 of reference (a). Correcting differences between OPNAV and DFAS records at the earliest possible date but no later than 3 months after completion of the inventory.

(6) Ensuring a physical inventory of Minor Property is scheduled and conducted on a triennial basis by personnel independent of the responsible Supply and Equipment Coordinator.

(7) Overseeing the OPNAV Minor Property Management System.

(8) Ensuring that each responsible Supply and Equipment Coordinator maintains a data base identifying Minor Property. Periodically provides a revised list to them of all items they are responsible for.

(9) Providing a unique property control number for each item of minor property to the responsible Supply and Equipment Coordinator and ensure the number is affixed to each item.

b. OPNAV Principal Officials (OPOs). Each OPO is required to appoint a Supply and Equipment Coordinator(s) who will be responsible for all Class 3 Plant and Minor Property and equipment in the possession of and used by their organization. The OPO will ensure their Coordinator(s) is empowered to perform the following responsibilities:

(1) Sign the Equipment Custody Listing for acquisition for all equipment signifying acceptance of responsibility for the control and accountability for the equipment.

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(2) Sign and return all Equipment Custody Listings promptly to N09B32E.

(3) Affix the tag, plate or other device containing a unique property control number or registration number furnished by N09B32E to each piece of minor property.

(4) Notify N09B32E of any changes, transfers or disposal of equipment.

(5) Maintain a data base of minor property to include a locally assigned identification number, description of item, model number, serial number, manufacturer, location of custodian, acquisition date, cost, and source document number.

(6) Cooperate with N09B32E in the triennial independent inventory of the Minor Property.

(7) Notify N09B32E when there is a change in the designated Supply and Equipment Coordinator, and conduct an equipment inventory prior to his/her departure. Provide the new coordinator with a copy of the completed, signed inventory.

(8) Ensure personally-owned property is not utilized for government business to avoid security issues. Violations can result in confiscation of the property and possible disciplinary action.

c. OPNAV Security Branch (N09B31) is responsible for maintaining an OPNAV Loss Prevention Program per reference (b) which:

(1) Identifies and prioritizes, by attractive nature and likelihood of loss, assigned property susceptible to theft and pilferage.

(2) Identifies OPNAV property accountability inventory, causative research and inspection procedures in effect.

(3) Establishes procedures for adequate internal and external investigative measures, and the review and trend analyses of losses.

(4) Establishes procedures for ensuring that all losses and gains, inventory and adjustments, and surveys of property are reported per reference (c).

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219.3 Safeguarding Navy Property. All military and civilian employees are responsible for safeguarding of property belonging to OPNAV. The best precaution is to notify your responsible Supply and Equipment Coordinator before taking any action concerning property. This will facilitate an accurate tracking of property and will lessen the effort required to reconcile discrepancies in accounts.

219.4 General Information. Questions regarding specific aspects of the property management program may be addressed to N09B32E at 703-695-1932.

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220 GENERAL PUBLICATION PROCEDURES (N09B36)

This article outlines the procedures to be followed when issuing general publications.

220.1 Definition. A general publication is a document whose contents are best presented in a format containing parts, chapters, sections, etc. It is a resource document which may be applicable throughout the Navy, or limited to a specific audience. Any OPNAV office may originate a general publication.

220.2 Identification System. General publications are identified by means of a standardized identification system. This system consists of two parts: the long title of the publication in plain language, and the serialized OPNAV code number. The originating office is responsible for obtaining a serialized code number from N09B36. This number consists of three parts:

- a. "OPNAV P" - Standard for all publications.
- b. A combination of letters and numbers identifying the OPNAV office originating the publication - maximum of four characters.
- c. Serialized number assigned by N09B36, plus the last two digits of the calendar year in which the publication is issued.

An example of the identification of a publication originated in N09B20 would be: OPNAV P-09B20-01-93.

220.3 Cover Format. All general publication covers shall be in a standardized format. The serialized OPNAV code number is displayed in the upper right corner. The publication's plain language long title appears in the middle of the cover, slightly above center. The OPNAV seal is placed directly beneath the long title. (**NOTE:** The Department of the Navy seal is used when the publication is applicable to both USN and USMC activities.) When a stock number and bar code has been issued for the publication, it will appear in the lower left corner of the cover.

220.4 Procedures. Issuance of a general publication shall follow the sequence of events outlined below:

- a. Originating office determines the need for a general publication and ensures that this need is not better satisfied with an instruction or notice.

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b. Originating office determines the initial distribution of the publication. The distribution list will be verified/chopped through N09B34, Mail and Files Branch.

c. Originating office determines number of copies to be stocked and the stocking place. The Naval Aviation Supply Office ASO Code 103, Philadelphia will stock general publications only if there is an anticipated need for at least 100 additional copies per year. Otherwise, the publication will be stocked by the originating office. If ASO is to stock the publication, contact N09B36 for a stock number before the item is forwarded for printing. This number is included on the publication cover per paragraph 220.3.

d. Originating office obtains serialized OPNAV publication number from N09B36. This number is to be included on the publication cover per paragraph 220.3.

e. Originating office forwards a camera-ready copy of manuscript to N09B36 for review. The manuscript must contain a letter of issuance signed by an authorized official who has reviewed and approved the publication for release. In addition, mailing labels may be required if the printing is performed by a contractor. N09B36 will advise the originating office if labels must be provided.

f. N09B36 will arrange for printing and initial distribution following delivery instructions from the originating office. Stock copies are also provided to ASO, Philadelphia, and the originating office, as required.

220.5 Annual Review. Each N-code originating a general publication must review its status annually. If the publication is no longer valid, the originating office will:

a. Notify N09B36 who will remove stock from ASO.

b. Issue a notice to all initial holders that the publication has been cancelled.

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**221 AUTHORITY TO CONVENE MANUAL OF THE JUDGE ADVOCATE GENERAL
FACT-FINDING BODIES NOT REQUIRED TO CONDUCT A HEARING
(N09BL)**

Ref: (a) JAGINST 5800.7C, Manual of the Judge Advocate General
(JAGMAN)

This article establishes the authority for OPNAV Principal Officials to convene fact-finding bodies not required to conduct a hearing under reference (a).

221.1 Delegation of Authority. OPNAV Principal Officials are delegated authority to convene fact-finding bodies not required to conduct a hearing, as defined by Chapter II, Section 0204 of reference (a), to inquire into incidents and circumstances under their cognizance. This supersedes all previous delegations of authority to members of the staff of the Chief of Naval Operations.

221.2 Routing. The original and sufficient copies of investigations conducted under this authority will be addressed to the Judge Advocate General, except as provided by Chapter II, Section 0210 of reference (a), and will be routed via the Chief of Naval Operations (N09).

221.3 Assistance. Upon request, the Assistant for Legal and Legislative Matters (N09BL) will provide advice on procedural matters to the convening authority and the investigating officer.

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222 EMERGENCY DISMISSAL OR CLOSURE PROCEDURES (N09BD)

Ref: (a) 5 USC 6302(a)

This article establishes procedures for group dismissals or closure of activities in emergency situations. These guidelines apply to snow emergencies, severe icing conditions, floods, power failures, interruption of public transportation and other situations in which significant numbers of employees are prevented from reporting for work on time or which require agencies to close all or part of their activities.

222.1 Policy. In the Washington, DC area, the Office of Personnel Management (OPM) is the Federal Government's point of contact with the municipal governments and regional organizations to make the decision to keep Federal operations functioning. If an emergency occurs before normal working hours, OPM will make every effort to notify the news media by 0600. If the emergency occurs during work hours, OPM will notify agency personnel directors by telephone of any dismissal policy. N09B will notify OPNAV Principal Officials of dismissal. Supervisors are reminded that release is to be done according to the zones in which the employees live.

222.2 Procedures**a. Emergencies Before the Workday Begins**

(1) OPM will provide one of the following announcements to the media when an emergency occurs before the workday begins:

(a) "Federal agencies are open; employees are expected to report for work on time." (Means federal agencies will be open on time; and employees are expected to report for work as scheduled.)

(b) "Federal agencies are operating under a delayed arrival policy; reasonable delays in reporting for work will be excused." (Means federal agencies will open on time, but reasonable delays in reporting for work will be excused without loss of pay or charge of leave for employees who experience serious commuting delays.)

(c) "Federal agencies are operating under a liberal leave policy; employees may take leave without prior approval." (Means federal agencies will open on time but civilian employees not designated as "essential" may take annual leave or leave without pay (LWOP) without the prior approval of their super-

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visors. Military personnel not designated as "essential" may be authorized special liberty or charged leave at the discretion of the supervisor. Civilian and military personnel designated as "essential" are expected to report for work on time.)

(d) "Federal agencies are operating under a delayed arrival/liberal leave policy; reasonable delays in reporting for work will be excused, and employees may take leave without prior approval." (Means federal agencies will open on time, but reasonable delays in reporting for work will be excused without loss of pay or charge to leave for civilian and military personnel who experience serious commuting delays. Civilian employees not designated as "essential" may take annual leave or LWOP without the prior approval of their supervisor. Military personnel may be authorized special liberty or charged leave at the discretion of their supervisor. Civilian and military personnel designated as "essential" are expected to report for work on time.)

(e) "Federal agencies are closed." (Means civilian and military personnel not designated as "essential" are excused from duty without loss of pay or charge to leave. Personnel designated as "essential" are expected to report for work on time.)

(2) In determining the amount of excused absence to grant employees who experience commuting delays, supervisors should consider such factors as distance, availability and mode of transportation, and the success or other employees in similar situations.

(3) Workdays on which a federal activity is closed are non-workdays for leave purposes. Because leave cannot be charged for non-workdays per reference (a), employees who are on leave approved before the closure also must be granted excused absence. (Note: This does not apply to employees on LWOP pending disability retirement, or while in receipt of worker's compensation, on military leave, on suspension, or in a nonpay status on the workday before and after the closure. These employees are not entitled to excused absence and should remain in their current status.)

b. Emergencies During Normal Work Hours

(1) OPM is unlikely to announce an early dismissal of federal employees when an emergency develops during normal work hours because the bus and subway systems would find it difficult to organize an early rush hour. However, when an early dismissal is authorized by OPM, employees should be dismissed in accordance with the Residential Zone Dismissal Plan developed by the Metro-

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politan Washington Council of Governments. OPM will inform agencies of the dismissal time for Zone 1 residents. (The dismissal time for Zone 1 residents will be at least 1 hour after METRO and traffic officials have been notified to prepare for an outbound rush.) Residents of other zones will be dismissed at half-hour intervals thereafter. Supervisors should exempt individual employees from authorized dismissal times under this plan only to avoid hardships (e.g., when an employee's carpool driver is dismissed earlier or when younger children are released early from school and no alternative forms of child care are available to the employee). The Residential Zone for each employee will be determined as follows (and as shown on the attached map at Tab A):

(a) Zone 1 residents live beyond Montgomery, Prince George's, and Fairfax counties.

(b) Zone 2 residents live in portions of Montgomery, Prince George's and Fairfax counties that lie outside the Beltway.

(c) Zone 3 residents live inside the Beltway, but outside the District of Columbia.

(d) Zone 4 residents live in the District of Columbia.

(2) Whether supervisors charge leave to civilian personnel when an emergency develops during normal work hours depends upon whether the employee is on duty or on leave at the time of dismissal as described below:

(a) For employees on duty at the time of dismissal, supervisors should not charge leave, but grant excused absences. An excused absence is appropriate for the remainder of the workday even if the employee was scheduled to take leave later in the day.

(b) When an employee leaves after receiving official word of the pending dismissal but before the time set for dismissal (with supervisory approval) in a situation not involving a hardship, the agency may charge leave for the period remaining before the employee's official departure time. When an employee leaves before official word of the pending dismissal is received, the supervisor should charge leave or absence without leave (AWOL), as appropriate, for the remainder of the workday.

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(c) When an employee was scheduled to return from leave during the period of dismissal, the agency should continue to charge leave for the absence until the time set for dismissal, then charge any continuing absence due to the emergency in the same manner as absences of other employees who were on duty at the time of dismissal, i.e., as an excused absence.

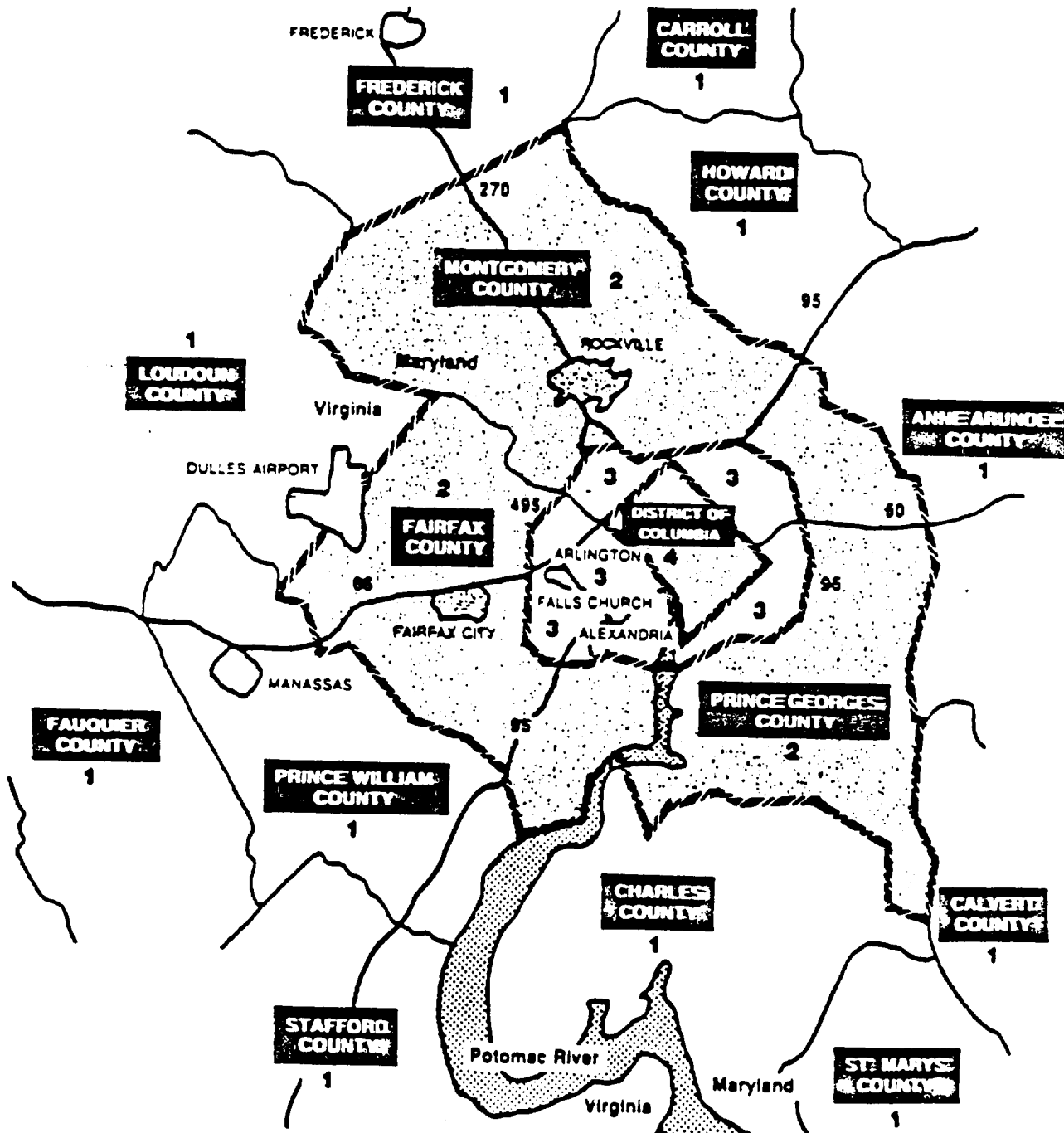
(d) When an employee was absent on previously approved annual leave, sick leave, or LWOP for the entire workday, the agency should continue to charge the employee leave for the entire workday.

(e) Normally, when an employee is scheduled to report for work before the dismissal, but fails to do so, the agency should charge annual leave, sick leave, or LWOP, as appropriate, for the entire workday. Exceptions to this policy should be made only in unusual circumstances.

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Council of Governments

Residential Zone Dismissal Plan for the Washington Metropolitan Area



Numbers Represent Dismissal Stages

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223 NAVAL OPERATIONS RECREATION ASSOCIATION (NORA) (N09B)

Ref: (a) SECNAVINST 5420.171A (NOTAL)

The Naval Operations Recreation Association (NORA) promotes morale through welfare and recreation activities to meet the requirements and desires of the civilian and military personnel assigned to the Office of the Chief of Naval Operations (OPNAV) and the OPNAV Support Activity. NORA is sponsored by and responsible to the Assistant Vice Chief of Naval Operations (N09B).

223.1 Composition of NORA

a. OPNAV Principal Officials (OPOs), other than Special Assistants, shall appoint one primary and one alternate person to be their NORA representatives. Personnel who serve as NORA representatives will do so as a collateral duty assignment.

b. The appointed NORA representatives will form the Board of Directors.

c. The Board of Directors shall elect a President, Vice President (Administration), Vice President (Operations), and Secretary. The elected officials assume office on 1 October, are elected for a period of 1 year, and make up the Executive Committee. The Executive Committee, with the assistance of the Board of Directors, provides overall NORA activity planning.

d. The Assistant Vice Chief of Naval Operations shall appoint a qualified OPNAV staff member to serve as NORA Treasurer. The term of office of the Treasurer shall be a minimum of 18 months.

223.2 General Information

a. NORA meetings are scheduled monthly by the Secretary and are announced to the representatives at the prior meeting.

b. The NORA Secretary will publish the minutes of the meeting as soon as possible following each meeting and distribute them to every NORA representative.

c. Each NORA representative is responsible for disseminating NORA information to all personnel within his or her N-code.

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d. A list of NORA officers, OPO representatives, events and information is posted on the bulletin board by the NORA office in Room 4C547 which is next to the OPNAV Command Master Chief's office. Hours of operation vary and are posted on the NORA office door.

223.3 NORA Funding

a. Some NORA funds are derived from its participation in the overall Navy Department Employees Recreation and Welfare Fund as chartered by reference (a).

b. NORA receives funds from items sold at discount throughout the year (e.g., merchandise sales, Christmas cards, discount tickets, books, etc.). Additional funds will be generated by the sale of special memberships as authorized by the Executive Committee.

c. Funds are expended by majority vote of the Executive Committee and Board of Directors present at the meeting. Funds may be expended on annual picnics, subsidizing recreational park tickets, financial support to OPNAV-sponsored recreational teams and events, and on other recreational items.

d. As sponsor of NORA, the Assistant Vice Chief of Naval Operations (N09B) will ensure an appropriate audit of NORA fiscal operations at the end of each fiscal year.

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224 OPNAV COMMITTEE MANAGEMENT (N09B21)

Ref: (a) SECNAVINST 5420.60G (NOTAL)
(b) OPNAVINST 5420.27J (NOTAL)
(c) OPNAVINST 5050.24E

This article provides guidance for use by OPNAV Principal Officials (OPOs) concerning establishment and operation of OPNAV committees.

224.1 Definition. For OPNAV committee management purposes, an OPNAV committee is defined as a group effort estimated to last in excess of 6 months and requiring participation by representatives of two or more OPOs and/or subordinate commands and activities.

224.2 Background. Reference (a) establishes policy for the administration of the Committee Management Program within the Department of the Navy (DON) and provides procedures for the establishment, use, operation, and termination of DON committees. Reference (b) designates the Assistant Vice Chief of Naval Operations (N09B) as the Chief of Naval Operations (CNO) Committee Management Officer and provides additional guidance for managing OPNAV committees.

224.3 Establishment and disestablishment of OPNAV committees

a. While committees can serve a useful purpose through group deliberations and cooperative action, they may also waste limited staff time and resources, contribute to overlap and duplication of effort, and operate to the detriment of the normal decision-making process. Prior identification and approval of essential committees is required to minimize demands on limited fiscal and manpower resources and to optimize use of the approved OPNAV committee structure.

b. When establishing new or reviewing existing committees, consideration shall be given to involving an adequate representation of women and minorities to ensure a balanced membership. The level and extent of involvement will be based on professional development to ensure diverse points of view.

c. As the CNO Committee Management Officer, N09B is the approval authority for committees sponsored by OPOs. To request approval to establish an OPNAV committee, an OPO must complete OPNAV 5420/2, OPNAV Committee Management Program Data Form (TAB A) (available from N09B21, room 4D435, Pentagon), and forward it to N09B for review and approval. After N09B approval, the

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sponsor must charter the committee by publication, directive, message, letter or memorandum following the format in reference (a) (Part I, paragraph 6g). A directive should not be issued solely for the purpose of chartering an OPNAV committee. Alternatives include incorporating the committee data in an existing directive or consolidating information about several related committees in one directive. A copy of the chartering document should be provided to N09B21.

d. Committees should be disestablished on a timely basis as soon as their purpose is served or their effectiveness so warrants. A request for disestablishment may be made on OPNAV 5420/2 or by use of OPNAV 5420/3, OPNAV Committee Recertification Form (TAB B) (available from N09B21, room 4D435, Pentagon).

224.4 Surveys of OPNAV Committees. Periodically, N09B will conduct a survey of approved OPNAV committees to validate committees' continuing need and cost effectiveness; to disestablish committees as needed; to identify new committees; and to provide a vehicle for OPOs to make changes to committee information, e.g., committee membership, frequency of meetings.

224.5 Scheduling of committee meetings involving expenditure of Navy Temporary Additional Duty (TAD) funds. OPNAV committee meetings which require expenditure of Navy TAD funds must be approved in advance by N09B following procedures in reference (c).

224.6 Restrictions on the use of non-government personnel on committees. Certain types of committees are regulated by the Federal Advisory Committee Act (FACA), P.L. 92-463. Federal advisory committees are groups which include members who are not employees of the federal government. Federal advisory committees are administered separately from the OPNAV committees discussed in this article. OPOs requiring additional guidance regarding attendance of non-government personnel at committee meetings should contact N09B21.

224.7 List of approved OPNAV Committees. N09B21 maintains the official list of approved OPNAV committees. Questions regarding the status of committees may be directed to N09B21, 703-695-4418, room 4D435, the Pentagon.

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**OFFICE OF THE CHIEF OF NAVAL OPERATIONS (OPNAV)
COMMITTEE MANAGEMENT PROGRAM DATA FORM**

1. **Name of Committee:**
2. **OPNAV Sponsor:**
3. **Committee POC:** (Name, N-Code, & telephone)
4. **Recommended Committee Action :** Establish _____ Other (*) _____
(* If "Other" is recommended, explain:)
5. **Related Committees:** (If committee being reported is a superior or subordinate panel of another committee, identify related committee(s))
6. **Applicable Directives:** (Cite directive(s) or attach copy of correspondence pertinent to committee establishment or operation.)
7. **Purpose of Committee:** (Cite intended work results of committee and indicate basis of committee requirement in terms of inadequacy of regular staff coordination efforts.)
8. **Committee Membership:** (OPNAV officials who propose to establish/continue committees are required to observe OPNAVINST 5420.27 (series) policy regarding consideration of balanced representation of women and minorities.) Identify by organization:
 - a. **Committee Chairperson:**
 - b. **OPNAV Members (N-Codes):**
 - c. **Other Committee Members:**

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**OFFICE OF THE CHIEF OF NAVAL OPERATIONS (OPNAV)
COMMITTEE MANAGEMENT PROGRAM
RECERTIFICATION FORM**

1. Name of Committee:
2. OPNAV Sponsor:
3. Committee POC: (Name, N-Code, & telephone)
4. Date Committee Approved by N09B:
5. Recommended Disposition of Committee: Continue _____ Disestablish _____
(*If "Disestablish", sign Item 10 and return form without further entries.)

6. Committee Costs: (Estimate annual costs for all committee travel, per diem and other miscellaneous expenses (e.g., contractor support, conference costs, etc.))

a. OPNAV:	_____	_____	_____	_____
	(Travel)	(Per Diem)	(Miscellaneous)	(Total)
b. Others:	_____	_____	_____	_____
	(Travel)	(Per Diem)	(Miscellaneous)	(Total)

(If miscellaneous costs exceed \$5000, please identify nature of expenses, e.g., rental cars, printing and publications, etc.)

7. OPNAV Staff Support: (Identify OPNAV staff workyears required for annual committee operations to the nearest decimal.)

- a. Professional workyears:
- b. Clerical workyears:

8. Record of meetings held in past fiscal year and planned for next fiscal year:

9. Changes to Items 5 through 10 & 14 of original Committee Management Program Data Form:
(NOTE: OPNAV officials proposing to continue committees are required to observe OPNAVINST 5420.27 (series) policy regarding consideration of balanced representation of women and minorities.) (Use back of form if more space is necessary)

10. Approval authority

a. OPNAV Principal Official:	_____	_____	_____
	Signature	N-Code	Date
b. N09B Recertification:	_____	_____	_____
	Signature	N-Code	Date

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225 TEMPORARY ADDITIONAL DUTY (N09B20)

Ref: (a) Joint Federal Travel Regulations (JFTR)
(b) Joint Travel Regulations (JTR)
(c) U.S. Navy Travel Instructions (NTI)
(d) OPNAVINST 4650.11F
(e) DOD 4500.54-G (DOD Foreign Clearance Guide) (NOTAL)
(f) BUPERSINST 1050.11E
(g) MILPERSMAN 6810400
(h) NAVADMIN 109/92

This article issues policy and defines responsibilities and procedures for administration of temporary additional duty (TEMADD)/temporary duty travel (TDY) of OPNAV military and civilian personnel. The Chief of Naval Operations is authorized to issue TEMADD orders to OPNAV military and civilian personnel for travel within the continental United States (CONUS) or outside CONUS (OUTCONUS).

225.1 Policy. All travel must be mission essential.

225.2 Responsibilities

a. Assistant Vice Chief of Naval Operations (AVCNO), N09B. Budget and administer available funds to meet the OPNAV TEMADD/TDY requirements. Issue allocation of funds at beginning of each fiscal year.

b. OPNAV TEMADD Administrator, N09B20

(1) Maintain liaison with appropriate offices concerning TEMADD/TDY allotment administration.

(2) Act as central point of contact within N09B for TEMADD/TDY entitlements.

(3) Process all TEMADD/TDY orders for OPNAV personnel in compliance with references (a), (b), and (c).

c. OPNAV Principal Officials (OPOs)

(1) Administer available funds to meet TEMADD/TDY mission requirements.

(2) If desired, delegate the authority to sign TEMADD/TDY travel orders in writing.

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(3) Designate a TEMADD Control Officer and alternate, and provide N09B20 with their names.

d. Flag Officers or OPO Designee. Ensure TEMADD/TDY orders meet valid requirements essential to mission performance.

e. TEMADD Control Officers

(1) Act as the central point of contact within their respective offices for TEMADD/TDY matters.

(2) Verify the accuracy of all orders (i.e., itinerary, dates of travel, utilization of government quarters, costs for transportation, per diem and miscellaneous expenses).

(3) Ensure all funded orders are liquidated within 5 work days upon completion of travel.

(4) Pick-up liquidation checks from N09B20 when notified.

(5) Maintain a copy of all liquidated travel claims for five years.

(6) Ensure that all SF 1164s, Claim for Reimbursement for Expenditures on Official Business, for that fiscal year are in to N09B20 by 30 September.

(7) Attend TEMADD Control Officer meeting when scheduled.

225.3 Travel Order Requirement. Travel orders or SF 1164 must be issued for all travel outside the local commuting area. The local commuting area for OPNAV personnel covers the District of Columbia; Montgomery, Prince George's, Anne Arundel, Baltimore, Charles, Calvert, Howard, Frederick, St. Mary's and Washington counties in Maryland; Arlington, Fairfax, Loudoun, Fauquier, Prince William, Culpeper, Orange, Stafford, Spotsylvania, King George, and Clarke counties in Virginia; Adams County in Pennsylvania; the City of Baltimore in Maryland; and the cities of Alexandria, Fairfax, Falls Church and Fredericksburg in Virginia.

225.4 Travel OUTCONUS

a. When traveling OUTCONUS ensure compliance with procedures issued in references (d) and (e) for official travel, and reference (f) for active duty personnel on leave going to special areas overseas.

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b. Information concerning passports may be obtained from the Bureau of Naval Personnel (Pers-332), Arlington Annex, Room 2707, phone 703-614-3618/5439 or Personnel Support Detachment, Crystal Mall 3, room 100, phone 703-607-0371.

c. Immunization will be available upon presentation of travel orders at any Navy health clinic. Travel by government air transportation requires a certification of health which can be obtained from any DOD dispensary.

225.5 Procedures

a. Routine TEMADD/TDY Orders. Forward completed TEMADD/TDY orders to N09B20 via appropriate TEMADD Control Officer and flag officer, or his/her designee. TEMADD Control Officers are required to initial all travel orders prior to submission to N09B20. TEMADD orders should be received by N09B20 at least 5 working days prior to commencement of travel.

b. Other Activity Funding. Travel orders to be charged against other than OPNAV/OPNAVSUPPACT funds must be accompanied by a memorandum or message from the funding activity, citing and authorizing use of the appropriation data chargeable. N09B20 will assign an OPNAV control number.

c. Invitational Travel. Invitational Travel Orders (ITOs) are issued to persons who are not U.S. military or civil service personnel in order to perform TEMADD which is deemed to be in the best interest of the DOD. Reference (b) authorizes OPOs to approve ITOs for travel within their purview. All other ITOs should be forwarded to the Assistant Vice Chief of Naval Operations (N09B) via N09B20. Travel costs will be charged against the requestor's travel budget.

225.6 Purpose of Travel. Explanation for purpose of travel must designate mission essential or administrative and one of the categories listed in paragraph 225.19, as well as providing specific details for the travel.

225.7 Amendment. After travel orders are approved, only the order-writing official may alter any part of the orders.

225.8 Per Diem Rates. Per diem rates vary within CONUS and OUTCONUS. N09B20 will provide per diem updates to the designated TEMADD Control Officers.

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225.9 Utilization of Government Quarters and Messing Facilities. Personnel are required to use government quarters, if available, unless their use would adversely affect the mission. Unless otherwise provided, the traveler must obtain certification of the non-availability in order to claim other than minimum per diem.

225.10 Use of Privately Owned Conveyances (POC)

a. Use of POC as a designated mode of transportation is only authorized when such use is more cost effective than travel by commercial means or essential for mission accomplishment.

b. When POC is utilized solely for the traveler's convenience, transportation costs cannot exceed the commercial airfare. Travel expenses will be reimbursed at the rate of current regulations contained in references (a) and (b). Per diem will be reimbursed at the rate earned if travel had been by commercial means. The traveler may be charged leave when travel time exceeds the time allotted for travel by commercial means.

c. References (a) and (b) provide authority for actual expense reimbursement for TEMADD/TDY travel performed by POC. Authorization for actual expense POC travel must be fully justified and received prior to commencement of travel and cited on TEMADD/TDY orders. Orders cannot be retroactively modified to provide this authorization.

d. Approval of POC for TEMADD/TDY travel does not constitute approval to use vehicle in-and-around the TEMADD/TDY station, such as to/from place of lodging and place of business or to obtain meals. Approval for in-and-around use of POC must be authorized in the travel orders.

225.11 Miscellaneous Expenses

a. Miscellaneous expenses include expenditures for transportation between transportation terminal and TEMADD/TDY point, residence or duty station; baggage handling; taxicabs; registration fees; and official phone calls.

b. Taxicabs should be used when no local military or public transportation exists and the use of taxicabs is less expensive than renting a car. Use of taxis for in-and-around travel at a TEMADD/TDY point (travel exceeding one round trip between TEMADD/TDY point and transportation point) must be specifically authorized and included in the miscellaneous expense cost.

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c. Registration fees for attendance at a federally sponsored conference, seminar, etc., must be authorized and included in the miscellaneous expenses cost.

d. Official phone calls must be authorized on orders and approved on the travel claim.

225.12 American Express (AMEX) Government Charge Card. The government has authorized AMEX to issue charge cards and open an account with government employees. "Frequent travelers" are expected to apply for and use the AMEX cards. Frequent travelers are defined as personnel at the GS-9/E-7 level and above who expect to travel TEMADD/TDY at least twice a year. Personnel below these grade levels who travel at least twice a year may apply with their supervisor's approval. AMEX applications are available in the OPNAV Travel and Military Support Office (N09B20), Room 4A664.

225.13 Travel Advances

a. **Frequent travelers.** The AMEX charge card enables the traveler to obtain his/her travel advance via an Automatic Teller Machine (ATM). The disbursing office will not give advances to card holders. **Personnel who qualify as a frequent traveler and choose not to apply for the AMEX charge card are treated as if they had the AMEX charge card, i.e., no travel advance will be authorized.** The amount of the ATM advance is limited to the amount indicated on the orders. There is a 2.75 percent charge for the use of AMEX ATM for which the traveler will be reimbursed. **The AMEX ATM service fee will be disallowed in cases where withdrawals are in excess of the authorized amount of the advance.** Some banks charge a surcharge on the ATM transaction. This fee is also reimbursable.

b. **Non-frequent travelers.** Non-frequent travelers are entitled to 80 percent of the estimated travel allowance. The non-frequent traveler will state on the TEMADD/TDY orders estimated daily cost of lodging. Travel advances may be received within 5 days of travel. Advances may be obtained from the Personnel Support Detachment office located in the Pentagon, Room 4A666 or in Crystal Mall #3, Room 100.

225.14 Leave in Conjunction with TEMADD. Leave can be authorized equal to earned leave plus advance leave, total not to exceed 30 days (regardless of duration of TEMADD), provided no additional expense to the government is involved. Leave should not be authorized where it could be construed that the TEMADD was

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arranged in order to provide transportation for leave at government expense. Separate leave papers are not issued when leave authorization is cited in the TEMADD order.

225.15 Permissive (No Cost) Orders. Permissive orders can be written to perform travel at no expense to the government if a period of TEMADD is not in the public interest to a degree that will justify the expenditure of government funds. Shortage of TEMADD funds is not a reason for granting permissive orders.

225.16 Permissive TEMADD for House Hunting Purposes. Permissive TEMADD for house hunting purposes at a new duty station may be authorized for a period up to 10 days which does not include more than 5 normal work days per reference (g). TEMADD orders must be accompanied by a copy of the permanent change of station orders or a commitment letter/message issued by the appropriate detailing authority.

225.17 Transition Permissive Temporary Duty (PTDY) for Residence/Job Hunting Purposes. Permissive TEMADD for residence/job hunting purposes upon separation/retirement from the service may be authorized for a period up to 20 days per reference (h) and is effective through 30 September 1995. This PTDY may be used in increments but may not be combined with liberty weekends, special liberty, holidays, or funded TEMADD. It may be taken in conjunction with leave as long as the total does not exceed 100 days.

225.18 Airline Information. For airline fares, reservation and ticketing, contact the Navy Passenger Transportation Office (NAVPTO), Crystal Mall 3, room 117, (703) 607-0457 or (703) 607-0459. Domestic travel may be arranged with Carlson Travel located at the Pentagon, room 1A864, (703) 521-4040. Transportation **may not** be arranged with air carriers or travel agents.

225.19 Travel Purpose Categories

<u>Category</u>	<u>Definition</u>
Site Visit	Visit a particular site in order to personally perform operational or managerial activities; i.e., overseas programs, grant operation, or activities for management control purposes; repair or maintenance; conduct negotiations; provide instruction; or provide technical assistance.

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Information Meeting	Attend a meeting to discuss general interest. If a Site Visit was conducted as part of the same trip, consider the entire trip to be a Site Visit.
Training Attendance	To receive training.
Speech or Presentation	To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
Conference Attendance	To attend a conference, convention, seminar or symposium for purposes of observation or education with no formal role in the proceedings.
Relocation	To move from one official duty station to another (same as Permanent Change of Station).
Recruiting	Travel of government personnel involved with military recruitment.
Entitlement	Travel to which an employee (or dependent) is entitled as a result of an assignment; i.e., medical, emergency, or educational travel.
Special Mission	To carry out a nonrecurring special activity mission; i.e., non-operational unit movements; provide security to person or shipment (such as a diplomatic pouch); move witnesses from residence to other locations; or cover travel by federal beneficiaries and other non-employees.
Troop Movement	Travel associated with operational movements of military personnel, i.e., unit deployments, transportation of applicants to and from the Armed Forces Enlisted Examining Station, and deployment of personnel on a rotational basis.

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Congressional Travel	Travel by members of Congress or their staffs, or by others for the purpose of accompanying members of Congress or their staffs.
Audit or Inspection	Travel involved in the performance of an audit or official activity inspection.
Other	To travel for the purposes which are not shown in one of the other categories listed above.

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226 REQUEST PROCEDURES FOR FORMS AND PUBLICATIONS NOT AVAILABLE THROUGH SELF-SERVICE SUPPLY (N09B36)

This article outlines general procedures for requesting forms and publications not available through the Self-Service Supply Room, Room 5E588, Pentagon.

226.1 Procedures

a. Submit an OPNAV Administrative Services Request (OSR), OPNAV 5900/3, along with any enclosures, to N09B36, Room 4C445, Pentagon.

b. If the requested item requires expenditure of money, the OSR must be submitted via the requesting office's Supply and Equipment Coordinator and Fiscal Officer. Any request received without the proper Coordinator's or Officer's signature will be rejected.

c. Processing/ordering/pickup for routine OSRs will be 10-15 working days. Urgent requests with justification will be 5-7 working days. The previous time frames are providing that the Naval Aviation Supply Office has the item in stock or whether the item has to go on back order.

d. Items will be shipped direct to N09B36 who will, in turn, notify the requesting office that the order may be picked up in Room 4C445.

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227 PRIVACY ACT (PA) ISSUES (N09B30)

Ref: (a) SECNAVINST 5211.5D

This article supplements reference (a), Department of the Navy Privacy Act (PA) Program. A copy of reference (a) is available from N09B30.

227.1 Purpose. To ensure that the collection of personal information is necessary and provides certain safeguards for an individual against any invasion of their personal privacy.

227.2 Collection/Maintenance/Use/Dissemination of PA Information

a. All personal information that is retrieved by an individual's name and personal identifier must be maintained in an approved PA system of records.

b. All personal information that is collected in writing directly from the individual must contain a Privacy Act Statement (PAS) that tells the individual by what authority the information is being collected; the purpose; the routine uses for the information; and whether participation is voluntary or mandatory. N09B30 will review all PAS' prior to collection of information.

c. Details concerning Navy PA systems (and other Office of Personnel Management PA systems) which are currently authorized for use by naval activities are published by N09B30 for review in a periodic OPNAV notice, OPNAVNOTE 5211. A list of commonly used systems of records is provided at Tab A. Except as provided for in the current OPNAVNOTE 5211, no PA records or information shall be gathered, maintained or published without the prior review and approval of N09B30. A copy of the current OPNAVNOTE 5211 is available from N09B30 as required.

227.3 Responsibilities

a. N09B30 establishes PA policy. Contact that office for any assistance you may require.

b. PA Coordinator: Each N-code will identify a point of contact to serve as PA Coordinator for its office. The name, organization, and telephone number should be provided to N09B30. The PA Coordinator will serve as liaison for PA issues and will compile the PA Report. The Coordinator will identify the system managers for each PA system of records they maintain.

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c. System Manager. Will ensure all PA systems of records under his/her cognizance are maintained as reflected in the PA systems notice.

d. N09B34 Responsibilities. All PA requests will be handcarried upon receipt to N09B34, Mail and Files Branch, to ensure the following actions are performed:

(1) Date stamp each request;

(2) Microfiche the request and attach an Incoming Mail Record (IMR), OPNAV 5216/175 (Automated Navy Route Slip) that reflects the action office and suspense date. If the request was addressed directly to an N-code other than N09B30, an information copy will be provided to N09B30.

(3) Place the request in a yellow folder marked "Freedom of Information and Privacy Act Correspondence," to ensure prompt handling and prompt delivery to the appropriate N-code.

227.4 Applicability. The PA applies to requests by individuals (a U.S. citizen or an alien lawfully admitted for permanent residence), or their authorized representative, for records pertaining to themselves that are contained in a PA system of records and are retrieved by the name of the individual or by some identifying particular assigned to the individual.

227.5 PA Report. N-codes are responsible for submitting their PA Report (OPNAV 5211/10) to N09B30 by 31 March of each calendar year. The report format is contained in reference (a).

227.6 Safeguarding. Employees working with documents that contain personal information (e.g., SSN, home address, etc.) should establish appropriate administrative, technical, and physical safeguards to ensure the records are protected from unauthorized alteration, destruction, or disclosure. Documents such as printouts, rosters, etc., that contain personal information should be marked "PA SENSITIVE" or "FOUO" to alert handlers of their sensitivity. Employees shall protect records containing personal information from reasonably anticipated threats or hazards that could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom information is maintained. OPNAVNOTE 5211 identifies specific safeguards for protecting information contained in a PA system of records. All Pentagon spaces, including those assigned to OPNAV, are considered to be a limited access area. Privacy Act

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information may also be maintained on the OPNAV Local Area Network (LAN) providing it is accurate, necessary, and relevant, and access is limited to those with a need to know.

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PRIVACY ACT SYSTEMS OF RECORDS
ELIGIBLE FOR USE BY N-CODES

<u>SYSTEM NUMBER</u>	<u>NAME OF SYSTEM</u>	<u>AUTHORIZED USER</u>
N01070-2	Naval Attache Files	N2
N01070-3	Navy Personnel Records System	All
N01070-6	Employee Explosives Certification Program	All
N01070-15	Nuclear-Trained Naval Officers	N00NB
N01710-1	Special Membership Listing of the Organizational Recreation Association	All
N05101-1	Safety Equipment Needs, Issues, Authorizations	All
N05210-1	General Correspondence Files	All
N05300-1	Organization Locator and Social Roster	All
N05300-2	Administrative Personnel Management System	All
N05330-1	Manhour Accounting System	All
N05340-1	CFC/Navy Relief Society	All
N05350-1	Navy Drug and Alcohol Program System	All
N05354-1	Equal Opportunity Management Information System	All
N05370-2	Financial Interest Disclosure Statements	All
N05512-1	Vehicle Control System	All
N05520-1	Personnel Security Eligibility Information System	All

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<u>SYSTEM NUMBER</u>	<u>NAME OF SYSTEM</u>	<u>AUTHORIZED USER</u>
N05520-5	Navy Joint Adjudication and Clearance System (NJACS)	N09B31
N05521-1	Access Control System	All
N05527-1	Security Incident System	All
N05527-2	Security Inspection and Violation System	All
N05760-1	Biographical and Service Record Sketches of Chaplains	N097
N05800-1	Legal Office Litigation/Correspondence Files	N09BL/ NOOJ
N05801-1	JAG Management Information System (JAGMIS)	N09BL/ NOOJ
N06150-3	Naval Health/Dental Research Center Data File	All
N06530-1	Blood Donor Files	All
N07320-1	Property Accountability Records	All
N08370-1	Weapons Registration	All
N12771-2	Employee Relations Including Discipline, Employee Grievances, Complaints, etc.	Civ Pers Offices

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228 ELECTRONIC RECORDS (N6)

Ref: (a) SECNAVINST 5212.5C, Disposal of Navy and Marine Corps Records

Electronic records are federal records just like paper documents and are subject to access under the provisions of the Freedom of Information Act (FOIA) and the Privacy Act (PA). Documents (data) in computer based systems must be preserved and retained, just as if they were paper records, for the period of time specified in reference (a).

228.1 Creating an electronic record

a. When creating a document on an electronic records system that will maintain the official file copy, make sure you identify it sufficiently so that authorized persons are able to retrieve it and maintain it until the designated disposal date.

b. Naming electronic files resembles labeling paper file folders. When naming subdirectories or "folders", recommend using the Standard Subject Identification Code (SSIC) number and any logical combination of alphanumeric characters permitted by the system to identify the type and subject matter of the file.

c. An office does not need to maintain paper records if safeguards are taken to ensure that the electronic records can be retrieved and printed at any time throughout the period of time required for retention of paper records in that SSIC.

228.2 Maintenance suggestions

a. Make backup copies of files at least once a week, or more often. Do not use floppy disks for long-term storage of permanent records because they are vulnerable to mishandling, and data loss is common. When floppies are the only backup medium available, use them for temporary storage only. If possible, store the backup media separate from the source data to provide additional insurance against data loss.

b. Equipment failure and power outages are common causes of data loss. Save files frequently. If you are using a word processing package, set an automatic save every few minutes.

c. Store frequently-used files conveniently for immediate access. Store less frequently-used files on tape, disk, or other media.

228.3 Privacy Act considerations

a. There must be a PA system of records notice existing that permits the collection, maintenance, and dissemination of information covered by the PA (see Article 227). The Privacy Act and FOIA Branch (N09B30) is available for further assistance.

b. Records that contain PA information must be password protected.

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229 RECORDS DISPOSAL (N6)

Ref: (a) SECNAVINST 5212.5C, Navy and Marine Corps Records
Disposition Manual

229.1 Definition. The statutory definition of a record is "all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the information value of data in them."

229.2 Policy

a. Do not destroy any records without consulting reference (a). Electronic records are treated as if they were paper documents.

b. Determine the Standard Subject Identification Code(s) (SSIC) for the types of records you plan to dispose of. Then check the retention period for those records as listed in Part III of reference (a).

c. The records may be destroyed if they are older than the prescribed retention period. Otherwise, transfer them to the Washington National Records Center (WNRC). Before transferring any records, an Accession Number must be obtained from the Navy Records Management Branch (part of Naval Computer and Telecommunications Command), Building 166, 3rd Floor, Washington Navy Yard, at 202-433-4217.

d. The Records Centers were built, and are maintained, to provide low-cost storage for all U.S. Government records. Offices are encouraged to conduct periodic reviews of their files to purge non-record material such as extra copies, determine if the records are still needed for ongoing business, or whether they have passed their retention period as prescribed in reference (a).

e. Records disposition is a complex undertaking. The Navy Records Management Branch is available to answer any questions regarding records disposition procedures.

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f. OPNAV personnel are also reminded that any record (electronic as well as written) is considered official in nature and may be subject to the guidelines of the Freedom of Information Act and Privacy Act. Articles 211 and 227 contain information on those programs. Any questions in this specific area should be addressed to N09B30 at 703-614-2817.

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230 ELECTRONIC MAIL (E-MAIL) (N6)

Ref: (a) SECNAVINST 5216.5C, Department of the Navy
Correspondence Manual

E-Mail provides an alternative rapid, reliable and, if equipped, secure information transfer means within OPNAV and to commands exterior to OPNAV. You may use it for informal communications in place of telephone calls or to transmit formal correspondence within the Department of Defense (DOD). Keep in mind that these kinds of communications are subject to access under the Freedom of Information Act (FOIA) and the Privacy Act (PA). E-Mail within OPNAV is encouraged for more efficient and timely transfer of information. Classified E-Mail must be handled on secure E-Mail systems within the security guidelines of the system.

230.1 Managing E-Mail

a. Whatever you send by E-Mail must be for official government business. You are also responsible for protecting classified information and sensitive information. Sensitive information includes that governed by the PA, information designated as "For Official Use Only" (FOUO), pre-award contractual information, trade secrets that the government agreed not to disclose, etc. If you have any doubt, don't send it! Check with someone in authority.

b. Check your mailbox twice a day and purge E-Mail files periodically. Offices should arrange for accessing and processing E-Mail when a user is absent for several days.

230.2 Formal Correspondence. Your delegation of signature authority is also your release authority for E-Mail. When corresponding formally:

a. Use standard Department of the Navy (DON) correspondence formats including Standard Subject Identification Code number, serial number, date, and signature authority per reference (a). Type in your letterhead information and use "/s/" in place of the signature:

/s/
A. B. SEE
By direction

b. Send a copy of formal correspondence sent by E-Mail to the OPNAV Central Mail Room (N09B34) with an Outgoing Mail Record

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(OMR), OPNAV 5216/4, just as if it was mailed. Make a bold note on the OMR, i.e., "MAIL ROOM COPY - ORIGINAL SENT BY E-MAIL."

230.3 Informal Correspondence. There are no firm guidelines for informal E-Mail correspondence; still, keep it brief, use good taste, and observe traditional customs and courtesies. You don't need a formal signature block, but the sender must be identified.

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231 SECURING NON-ALARMED AREAS (N09B31)

This article provides information on securing office spaces at the end of the workday.

231.1 Security Check Lists

a. An Activity Security Checklist (SF 701) shall be used and conspicuously posted in each room near the exit.

b. Security Container Check Sheet (SF 702) shall be posted on all security containers.

c. Security Check Lists (SFs 701 and 702) must be maintained for a minimum of 2 years.

231.2 Procedures for Security Checks

a. Each individual must be sure his/her working area is secure at the end of the working day by:

(1) Looking on top of, under, behind, and in desks.

(2) Making sure that working trays and baskets are empty.

(3) Properly storing or shredding notes, carbon paper, rough drafts, or similar working papers.

(4) Placing classified documents, correspondence or related classified material in proper security containers.

(5) Securely closing each drawer of the security container and locking the container by rotating the dial at least four complete turns in the same direction.

(6) Checking the locking drawer to make sure the container is secured.

(7) Surveying the general area to be sure nothing is unsecured. This includes looking on top of and in between security containers, general storage cabinets, working tables, and checking trash cans.

b. Double check procedures

(1) A division double check procedure, using a second person, shall be employed wherever possible. Persons working

late shall be listed as exceptions and are responsible for ensuring the security of their work area prior to departure.

(2) Each office should assign a staff member who is responsible for double checking the spaces to ensure that they have been secured, using the Activity Security Checklist (SF 701). Each item on the list will be checked and initialed. The double checker will ensure that:

(a) All security containers in the area are closed and locked by rotating the combination dial four times in the same direction and trying the locking drawer.

(b) The disks and printer ribbon are removed from word processors.

(c) The reproduction machine is cleared by running it once and checking the reproduction paper for impressions. Machines will be turned off on weekends and holidays.

(d) The shredder is cleared. The shred receptacle will be checked to ensure that the residue is from more than 10 shredded pages.

(e) The telecopier is cleared.

(f) Security container tops are cleared.

(g) Individual office spaces are cleared.

(h) Desk tops and trays are cleared.

(i) Typewriter ribbons are removed from those machines using carbon ribbons, on which classified information has been typed.

(j) Any electrical appliances are disconnected.

(k) The general area is surveyed.

(l) If anyone is still working in the area, with a security container open, he/she is listed as an exception, beside the item on the checklist which has not been secured. That person will then be responsible for securing the item, double checking, and initialing the checklist, showing the time of securing.

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(3) It is the individual's responsibility to arrange with his/her office Security Coordinator for a substitute to perform the double check when absence is anticipated. In the unplanned absence of the assigned double checker, the office Security Coordinator will designate a substitute.

(4) After 1800 on weekdays and 1600 on weekends, the OPNAV Security Watch (extension 53667 or 53121) shall assist personnel securing their individual work areas, on an "as available" basis. Individuals requesting double checks MUST REMAIN IN THE AREA until the double check is completed. OPNAV Security Watch personnel shall not be utilized to perform office double check responsibilities.

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232 OPENING AND SECURING ALARMED AREAS (N09B31)

This article describes policies and procedures for opening and securing alarmed areas.

232.1 Access Lists. Personnel authorized to open or secure alarmed areas shall be listed on the area's Alarmed Area Access List (OPNAV 5512/6 (Rev 5-89)). All lists for newly alarmed areas will be submitted to the Head, Security Operations Section (N09B31E). Lists will also be submitted to the OPNAV Security Operations Section under the following circumstances:

a. Whenever an individual knowing the combination to the area or an individual assigned a Personal Identification Number (PIN), no longer requires access;

b. Any name changes (marriage, etc.) or phone changes (home or office);

c. When the combination has been compromised, an individual's PIN has been compromised, or the area has been discovered unlocked and unattended, or

d. At least annually, unless more frequent change is dictated by the type of material stored there. One addition or deletion per page to each access list will be permitted by designated custodian or alternate custodian. The addition or deletion must be submitted by a signed memorandum or by the custodian or alternate custodian, in person. All deletions to an access list will be attached listing last name, first name, middle initial, social security number, and if applicable, card number. Lists should be typed, last name first, in alphabetical order with the names of the custodian and alternate custodian appearing first. Failure to maintain a current access list could result in denied access.

232.2 Securing Requirements. When the alarmed area is unmanned between the hours of 1800-0700 weekdays and at all times weekends and holidays, secure the combination lock and set the alarm system in "SECURE." Between the hours of 0700-1800 Monday-Friday, when alarmed areas must be unattended for 30 minutes or less, the combination lock must be secured and all non-primary entrance doors bolted shut.

232.3 Opening Procedures for Alarmed Areas on the Intrusion Detection Alarm Computer (IDAC) System. Personnel entering the alarmed area shall immediately enter their PIN and press "ACCESS"

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on the Access Control Unit (ACU) keypad. After accessing the alarmed area, initial the SF 702, Security Container Check Sheet.

232.4 Securing Procedures for Alarmed Areas on IDAC System

a. An Activity Security Checklist (SF 701) shall be used and conspicuously posted in each room near the exit.

b. Personnel securing alarmed areas shall ensure the alarm system indicator light on the ACU is green. Enter PIN and press "SECURE" on the ACU keypad. Exit space within 20 seconds, spin combination lock prior to closing the door and await tone from ACU to indicate that the area is properly secured. If the area is properly secured, a LONG, STEADY, HIGH-PITCHED TONE will sound. After the tone is heard, initial the SF 702, Security Container Check Sheet. If the area is not properly secured, an INTERMITTENT HIGH-PITCHED TONE will sound (approximately four to five pulses). You must reenter the space and try again.

c. Should difficulty be experienced when placing alarm system in access or secure, contact the OPNAV Security Operations Section at 695-3667 and state name, card number, and area number being accessed or secured.

d. Security Check Lists (SFs 701 and 702) must be maintained for a minimum of 2 years.

232.5 Prevention of Access to Classified Material During Working Hours. Use the following procedures during working hours to prevent access to classified information by unauthorized persons:

a. Monitor the entrance to office spaces and do not give uncleared personnel freedom of movement within the office space. Escort visitors and question unescorted strangers found within the space.

b. When classified documents are removed from storage for working purposes, they will be kept under constant surveillance and face down or covered when not in use. Cover sheets for TOP SECRET, SECRET, and CONFIDENTIAL (SFs 703, 704, and 705, respectively) documents shall be used for this purpose.

c. Classified information will be discussed only when unauthorized persons cannot overhear the discussion. Particular care should be taken when there are visitors or workmen in the area.

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233 SECURITY VIOLATIONS (N09B31)

This article describes procedures to investigate security violations.

233.1 General

a. When the OPNAV Security Manager (N09B31) has determined that there has been a security violation, a report of the violation on Form OPNAV 5511/5 will be sent from the Assistant Vice Chief of Naval Operations (N09B) to the OPNAV Principal Official (OPO) concerned.

b. A preliminary inquiry will be conducted by the appropriate Security Coordinator or other designated official.

c. To avoid a conflict of interest, no individual involved or suspected of involvement with a security violation will be permitted to act as an inquiry official, nor will inquiry report results be reported via any individual involved or suspected with a security violation.

233.2 Preliminary Inquiry

a. Preliminary inquiries will be completed within 3 days of N09B's signature of the violation report and must:

(1) Completely and accurately identify the information lost, compromised, or subjected to possible compromise, to include:

- (a) Classification of the material;
- (b) All serial numbers;
- (c) Date;
- (d) Originator;
- (e) Subject;
- (f) Downgrading/declassification; and
- (g) Number of pages.

(2) Determine the circumstances surrounding the incident.

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(3) Identify all witnesses to the violation and informally interview them to determine the extent of the violation.

(4) Identify the individual responsible, if possible.

(5) Make an attempt to discover the weakness in security procedures that allowed the compromise or subjection to compromise to occur.

(6) Evaluate the information compromised or subjected to compromise to determine the extent of potential damage to national security, and the action necessary to minimize the effects of the damage.

(7) Include a statement that the Naval Criminal Investigative Service (NCIS) field office, Navy Criminal Investigative Service Resident Agency (NCISRA), Washington Navy Yard, telephone 202-433-3858, has been advised and accepted or declined investigation responsibility.

(8) Establish that:

(a) An unauthorized disclosure of classified material did not occur (see paragraph 233.3a), or

(b) Compromise may have occurred but under circumstances presenting a minimal risk to national security (see paragraph 233.3b), or

(c) Compromise is confirmed and that the probability of damage to the national security cannot be discounted (see paragraph 233.3c).

b. If the preliminary inquiry cannot be completed within the allotted 3 days, notify the OPNAV Security Manager (N09B31) in writing of the reason for delay and the expected date of completion.

233.3 Determination of Compromise

a. If it is determined that a compromise or possible compromise in fact did not occur, the inquiry will be terminated and report of inquiry will be sent via the OPNAV Principal Official (OPO) to N09B.

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b. If a determination of minimal risk is made, no significant command security weakness is found, and formal disciplinary action is not appropriate, the OPO will send the inquiry to N09B.

(1) If N09B agrees that all three conditions have been met, the preliminary inquiry will be returned by endorsement to the appropriate OPO advising that notification of the originator of the material is required. The OPO will notify DOD originators that no further action will be taken. The Special Assistant for Naval Investigative Matters and Security (N09N) and NCISRA will be provided a copy of the notification. N09N will notify originators outside DOD.

(2) If N09B does not agree that the three conditions have been met, a Judge Advocate General (JAG) Manual investigation will be directed. A copy of the JAG investigation will be sent to N09N via N09B.

c. If the OPO conducting the inquiry determines that:

(1) Compromise is confirmed; and

(2) Probability of damage to the National Security cannot be discounted; or

(3) Significant activity weakness is revealed; or

(4) Punitive action is appropriate;

then a JAG Manual investigation will be initiated. JAG investigations will be forwarded to N09N via N09B. The Preliminary Inquiry will be sent directly to the originator of the material involved, if in the Department of Defense (DOD), advising that further investigation is being conducted. Information copies will be sent to N09B, N09N, and NCISRA. If the originator of the material is outside of DOD, send the report to N09N who will notify the originator.

233.4 Review by N09B. The Assistant Vice Chief of Naval Operations (N09B) will review all completed investigation reports to ensure that the findings of the preliminary investigation are complete, and that appropriate corrective action has been taken to preclude recurrence. Where insufficient or inappropriate action appears to have been taken, N09B shall recommend further investigation.

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234 DESTRUCTION OF CLASSIFIED MATERIAL (N09B31)

This article describes procedures for the destruction of classified material within OPNAV.

234.1 Use of Burn Bags

a. Classified material shall be placed in burn bags, at the office level, in the presence of two witnessing personnel.

b. Classified waste material shall be placed in a single burn bag. Do not double bag the material.

c. The contents of the bag shall not exceed 10 pounds or three fourths of the bag's volume.

d. Classified and Privacy Act papers, plastic diskettes, cartridges, and ribbons shall be disposed of in burn bags.

e. Metal computer disks shall be disassembled and placed into boxes that are taped and marked to identify contents.

234.2 Marking and Sealing of Burn Bags

a. Burn bags must be marked with a felt pen to show division (N-code), name of responsible official, phone number, highest level of classified material within the bag, and serialized (except for bags containing TOP SECRET).

b. The filled bag shall be sealed with 1-inch masking tape or the open end folded at least once and stapled every two inches.

c. Any bags not meeting the above specifications will be returned to the cognizant office for rebagging.

234.3 Transportation of Burn Bags

a. Two persons will be responsible for transporting burn bags to the OPNAV Security Office, Room 4A654.

b. All burn bags delivered to the OPNAV Security Office will be documented on a Classified Material Destruction Manifest (OPNAV 5511/57).

c. Time of burn bag drop off is Monday through Friday between the hours of 0930-1100 and 1330-1500.

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235 USE OF ALCOHOL WITHIN THE PENTAGON RESERVATION (N09BL)

Ref: (a) Volume 32, Code of Federal Regulations, Part 40b.11

This article describes procedures to be used to request permission to use alcohol within the Pentagon.

235.1 Policy. Per reference (a) and Department of Defense (Administration and Management) and Secretary of the Navy delegation of authority, the Vice Chief of Naval Operations has redelegated authority to approve use of alcohol by Navy activities within the Pentagon reservation, to the Assistant Vice Chief of Naval Operations (N09B). Navy activities planning a function or event where the use of alcohol is contemplated, must obtain authorization for use of alcoholic beverages within Pentagon spaces prior to the occasion or event.

235.2 Procedures

a. The request form at Tab A is provided to assist in expediting request submissions. The completed request should be submitted to N09B via N09BL and should briefly specify the details of the occasion or event where alcohol is to be consumed, including date, location, responsible official, nature of the occasion or event, and expected number of participants.

b. As a general rule, blanket non-specific requests should be avoided.

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Date of Request:

REQUEST FOR APPROVAL FOR USE OF ALCOHOL
WITHIN THE PENTAGON RESERVATION

Requests for approval for use of alcohol within the Pentagon reservation by Navy activities must be submitted to the Assistant Vice Chief of Naval Operations (N09B) via the Assistant for Legal and Legislative Matters (N09BL) (4E629) prior to the event.

1. Name/N-code/Telephone No. of Requester:
2. Date of Event:
3. Nature of Event:
4. Location of Event:
5. Approximate Number of Participants: (Alcohol use will be restricted to persons 21 years old or older)
6. Name/Organization/Telephone No. of Responsible Official:
(Usually responsible party in attendance to ensure alcohol use is not excessive)